

## Position Description

### Volunteer Night Service Paralegal

#### Tasks

Assist in the provision of a high quality legal advice and information service to clients attending the night service in accordance with our statement of purposes as follows:

- Welcome clients and try to put them at ease as much as possible;
- Take client statistics as required;
- Participate in client interviews as follows:
  - ensure advice is given in a way that the client understands by clarifying legal jargon in a tactful and sensitive manner;
  - take copies of all relevant documents/letters brought by the client or prepared by the Centre and attach to the file as requested by the lawyer and all originals are returned to the client;
  - complete statistical information on the file;
- Assist as requested by a lawyer with undertaking follow up work on client files (eg. research, drafting of correspondence) under the supervision of the lawyer;
- Make appropriate referrals to other non-legal agencies as requested by the lawyer or night co-ordinator e.g. support services, financial counselling, etc;
- Participate in a team environment and be flexible and prepared to share all duties as requested by the night co-ordinator.

#### Prior Experience/Qualifications Required

- Good communication and organisational skills
- Full on-the-job training provided.

#### Time Commitment

- One evening per fortnight.
- The position also requires attendance at initial training offered by ECLC for all paralegal volunteers and may include mandatory day service training.
- ECLC expects a minimum commitment of six months to any volunteer position with the hope of building an ongoing mutually beneficially relationship with all volunteers.



## How to Apply

Please forward a cover letter and resume to [eclc@eclc.org.au](mailto:eclc@eclc.org.au), attention to the **Volunteers Project worker**, outlining the office you would like to volunteer at, the program that you are interested in and your availability.

Generally, in order to be eligible for this position, some experience is required in the position of a Volunteer Reception, Information and Referral Worker.

Positions in this role are highly sought after. Although there may not be any positions available when you apply, ECLC recruits regularly throughout the year. Your application will be put on a waiting list and you will be contacted when any suitable positions arise.