

Position Description

Volunteer Night Service Supervising Lawyer

Tasks

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

- Conduct client interviews with a paralegal present where appropriate;
- Provide advice and draft a limited amount of letters in accordance with our guidelines (as contained in the Policy and Procedures Manual);
- Ensure adequate file notes of problem and advice given are attached to advice sheet and file;
- Ensure copies of all relevant documents brought in by the client or prepared by the service are attached to the advice sheet or file and the originals are returned to the client;
- Involve paralegal in the interview process and above tasks wherever possible with the intention to enhance their learning experience when dealing with clients and providing legal services;
- Attend to completion of all aspects of the advice sheet including limitation dates to be recorded and monitored by day staff;
- Refer appropriate matters to the day lawyer by completing the night to day referrals form;
- Report any incidents to day staff either directly or through the night co-ordinator;
- Discuss questions and advice given by other lawyers and oversee the drafting of documents as requested by lawyers during the session;
- Be responsible for ensuring high quality legal advice and adequate records are maintained. This should be done by checking all advice sheets from the session to ensure that accurate legal advice has been given (including advice as to time limits), that adequate file notes have been kept and that copies of all relevant documents brought by client or prepared by the Centre are attached and originals returned to clients;
- Perform the role in accordance with all policies of the Centre, including policies relating to the prohibition on self-referrals;
- Co-ordinate and participate in case conference with all lawyers and paralegals present.



Prior Experience/Qualifications Required

- Must be admitted to practice in Victoria; preference is given to lawyers with at least two years current relevant casework experience.
- 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.

Time Commitment

- Usually one evening per fortnight, however monthly shifts may be negotiated.

How to Apply

Please contact the **Volunteer Co-ordinator** at the Box Hill office.

Address: Suite 3, Town Hall Hub
27 Bank Street
Box Hill VIC 3128
Phone: (03) 9285 4822
E-mail: eclc@eclc.org.au