

## Position Description

### Volunteer Paralegal for the Intervention Order Support Program at Ringwood Magistrates' Court

#### Tasks

Provide administrative support for the Intervention Order program at the Ringwood Court performing one or more of the following tasks:

- Assist duty lawyer as required with attending to clients as referred by Court Co-ordinator, Court Network or other Court Services;
- Perform administrative tasks such as obtaining details from clients for files, completing forms for statistics, obtaining photocopies of relevant documents, taking file notes and other administrative tasks as required;
- Provide clients with further information regarding ECLC and other relevant referral services and where necessary telephone ECLC to make an appointment for the client;
- When necessary, as advised by lawyers act as support to clients who may be having difficulty dealing with and understanding the Court environment and procedures;
- Telephoning Eastern Community Legal Centre for conflict checks if necessary, prior to client being seen by duty lawyer for advice.

#### Prior Experiences/Qualifications Required

- Completion of mandatory training and duties as a day volunteer at the Centre;
- Ability to remain calm and supportive when assisting with highly stressed and emotional clients;
- Ability to complete tasks under time pressures;
- Ability to liaise with key Court staff and other Court services and acquire an understanding of the role other services provide to make appropriate referrals to clients as required by duty lawyer;
- Discretion when dealing with sensitive information.

#### Time Commitment

- On going commitment of one morning a month depending on the needs of the service. Currently Court days are on either Tuesday or Friday.
- The position requires attendance at initial training offered by ECLC for all paralegal volunteers and supplement training as required.



- 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.