

Law Student/Law Graduate Volunteer– Role Description

Position Title	Law Student/Law Graduate Volunteer including PLT or RP
Accountable to	Principal Solicitor
Conditions	Terms and conditions are contained within the Volunteer's contract. The policies and procedures of the Street Law Centre WA Inc (Street Law) as varied from time to time also contain information relating to Volunteers.

About Street Law

Street Law is the only homeless persons outreach legal service in Western Australia. Street Law gives homeless people and those at risk of homelessness access to free legal information, advice and advocacy support, referrals and education.

The Role

Street Law is looking for a law student with a passion for social justice who are in their final year of their law degree, or a law graduate, to volunteer at the Street Law office. The applicant must be able to commit to Tuesdays, Wednesdays or Fridays from May 2018 for a minimum of a 3- 6 month period.

The following is a general statement of the duties that Street Law may ask a Law Student/Law Graduate Volunteer to perform.

Role Purpose and Responsibility

The purpose of the role is to support the Principal Solicitor and Solicitor and assist with the provision of legal services for Street Law to achieve its mission and objectives.

General Responsibilities of all Volunteers:

- Assisting with the provision of community based legal services; including legal advice, casework and legal research
- To assist with the day-to-day operations of files / client management
- Preparation of general correspondence
- Assisting clients with enquiries
- Assist with file closure procedures
- Participate in Street Law training sessions, team meetings and planning and review activities
- Implement Street Law policies and procedures and act in accordance with the centres mission and values
- Contribute to the development of Street Law Centre WA
- Carry out other duties, consistent with the role, as directed by the Principal Solicitor or Solicitor.

Responsibilities of Law Student/Law Graduate Volunteers:

Consult with Street Law Principal Solicitor and Solicitor at all times for direction and supervision in relation to legal practice issues:

- Assist with research relevant to client matters
- Research and develop community legal education materials and law reform projects
- Maintain administration relating to client records, research and casework
- Assisting with client work, which will include preparing correspondence, liaising with courts and public authorities, or preparing submissions or court documents
- Opportunities to attend a Street Law outreach legal clinic
- Assist with preparation of a regular Street Law newsletter and postings to the Street Law Face Book page

Administration and Reporting Responsibilities:

- Provide reception and administration services as required
- Undertake own clerical duties including word processing and photocopying of all documentation and correspondence.

Selection Criteria

Essential	
Credentials	<ul style="list-style-type: none">• Working towards a degree in law or recently completed
Knowledge and Skills	<ul style="list-style-type: none">• Excellent communication and interpersonal skills to effectively communicate information and ideas, work cooperatively with others in a team environment.• Ability to work independently, demonstrate initiative, be resourceful, work effectively under pressure, and be innovative and flexible.• Highly developed organisational and administrative skills.• Proficient computer skills, including word processing and Internet.• Highly developed legal research and analytical skills
Desirable	
	<ul style="list-style-type: none">• Knowledge of and/or experience in, and commitment to, working within the community legal services sector or otherwise in relation to the legal issues faced by people who are homeless or at risk of homelessness.• Demonstrated experience of working with people from diverse cultural, socioeconomic and linguistic backgrounds, and people with substance abuse or mental health issues.

TO APPLY:

A resume, including a current academic record and a statement addressing the the selection criteria should be sent to adminassist@streetlawcentre.org.au by 5pm Friday 26th of April.

Applicants must clearly and succinctly address the selection criteria within the application in no more than 2 pages.

Please note that **no late applications** will be accepted.