



DAREBIN COMMUNITY LEGAL CENTRE INC.
ABN 89 024 520 609 Reg. No. A0017302L

Night Service Paralegal Volunteer - Position Description

Darebin Community Legal Centre (DCLC) is a community-based, not-for-profit organisation that provides free legal advice for people who live, work or study in Darebin. A range of services are available in various locations across the Darebin region.

DCLC's night service is one of the busiest services and is the entry point for legal advice for a vast majority of our clients. Our night service operates on Tuesday and Wednesday evenings. Tuesday nights are weekly drop-in sessions where no appointment is required for clients to attend. Wednesday nights have scheduled appointments every fortnight.

Volunteers are at the centre of this program, with up to 10 volunteers attending each night supported by a staff lawyer. It is an opportunity to interact with other members of the legal profession and community, and to learn from other lawyers who practice in a variety of areas of law. We rely heavily on paralegal and legal volunteers to be punctual and consistent in their attendance to ensure that we can continue to provide timely, accessible and targeted legal advice to clients.

Our night service caters to clients with a range of different legal issues. For the most part, clients seen at this service require generalist advice on issues such as criminal law, motor vehicle accidents, infringements, debt and various civil disputes. It is important to note that our appointments are 'advice only', in that it is at the discretion of DCLC to offer further assistance and support to the client after their night appointment.

Shift Hours:

Tuesday or Wednesday nights from 7pm – 9pm. Volunteers are expected to commit to a minimum of one shift per month.

Supervision:

Staff Lawyer and Night Service Coordinator.

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Email: enquiries@darebinclc.org.au

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Duties:

This position has a strong client focus. It requires volunteer paralegals to meet with clients, take instructions, conduct legal research and support volunteer lawyers in the provision of legal advice and referrals to clients from diverse backgrounds. Your duties will include:

- providing face-to-face legal support to members of the Darebin community;
- using interpreters;
- making accurate and concise notes of instructions and advice provided;
- legal research ;
- drafting correspondence or other documents; and
- liaising with other volunteers at the service.

It would be an advantage to have:

- Excellent interpersonal skills and an ability to communicate effectively with people from a variety of backgrounds;
- Word processing skills;
- Some knowledge of the community in which DCLC operates, including agencies and referral points available to clients;
- A second language is considered beneficial, but is not essential.

All Darebin Community Legal Centre, workers are required to agree to the aims and objectives of the service and abide by the Centre's Code of Conduct.

It is important at all times to:

- Maintain confidentiality and privacy of client information;
- Report any incidents that may be of concern to the staff and volunteers, including complaints, Occupational Health and Safety issues, and security risks;
- Report to the Coordinator of Volunteers (or appropriate person) any grievances;
- Adhere to DCLC's conflicts of interest policy;
- Adhere to DCLC's policies and procedures.

Feedback:

You will receive feedback from the staff lawyer who will oversee each night service. Our Principal Lawyer will also be able to receive and provide feedback on a needs basis.

Pathways:

This position does not lead directly to other volunteer opportunities at the Centre. If an applicant wishes to participate in another program they may apply for a position if and when it is advertised.

Commitment:

Once a fortnight or once a month for a minimum of 12 months.