



POSITION DESCRIPTION

Designation:	Nigh Clinic Volunteer Solicitor
Duration:	Ongoing
Hours of Work:	Evening advice shifts Tuesday evening from 5pm onwards (no later than 8pm).
Reporting to:	Director & Principal Solicitor
Salary Details:	NIL
Funding Stream:	NIL

The Gold Coast Community Legal Centre aims to:

- *maximise access to professional legal advice and services on behalf of persons who would otherwise be unable to access such advice or services.*

Purpose of Position

The role of the volunteer solicitor is to provide legal advice, information and referral to clients from disadvantaged and marginalised backgrounds, who attend the evening advice sessions. The volunteer solicitor is responsible for providing legal advice in areas which the Centre provides advice and assistance in. The volunteer solicitor or barrister must hold a current practising certificate, and they are covered by the centre's professional indemnity insurance when providing advice to the Centre's clients.

The volunteer solicitor is expected to have a high level of interpersonal skills and understanding of the socio-economic, political and legal context that affects the lives of marginalised and disadvantaged clients and communities who may access the Gold Coast Community Legal Centre's services.

Essential Skills, Abilities and Qualities

- advanced interpersonal communication skills
- commitment to understanding the legal and social issues that impact on access to justice
- ability to work collaboratively with fellow volunteers in a multi-disciplinary environment to ensure all services are delivered in a consistent and holistic manner

Duties

At the evening advice session, the volunteer lawyer's duties are to:

- Advise clients within their areas of knowledge and/or expertise;
- Provide confidential and free legal advice, relevant information and materials (referrals, self-help kits etc.) to clients attending the session;
- Check and complete adequate file notes outlining client instructions, advice given, referrals and legal information provided, all applicable limitation dates and further legal action to be taken, if any;
- Endeavour to convey legal advice and information to clients in a way that is 'user friendly' and clear;
- Not refer clients to themselves or their firm;
- Accommodate student and graduate volunteers as observers when giving advice if the client permits;
- Refrain from offering pro bono assistance outside of the evening session to clients before checking with the Director & Principal Solicitor, and consult with the Director & Principal Solicitor on matters requiring clarification relating to the service
- Attend volunteer shifts as rostered and inform the Director & Principal Solicitor ahead of time if unable to attend a shift;
- Abide by the Advice Policy, Casework Policy and Practice Manual of the centre in relation to the provision of advice and ongoing casework, and also the NACLC Risk Management Guide;
- Disclose potential conflicts of interest when they occur and refrain from advising clients to whom potential conflicts apply;
- Arrange a Volunteer Practising Certificate or amendment to the annexure of a current Practising Certificate where needed, and supply a copy of Practising Certificate to the centre;

Organisational Duties

- Be aware of and comply with the centre's Risk Management Guide and the centre's policies and procedures;
- Attend volunteer induction;
- Be aware of self-care principles and participate in professional clinical supervision;
- Undertake other duties as directed from time to time by the Director & Principal Solicitor.

SELECTION CRITERIA

Night Clinic Volunteer Solicitor

Essential

1. Practising Certificate—hold a current Practising Certificate or be eligible to apply for a Volunteer Practising Certificate through the Queensland Law Society.
2. Experience—worked two out of the last three years as a legal practitioner in Australia.
3. Work ethic—show a willingness to work effectively in close partnership with other legal volunteers, social workers and various other staff in the delivery of free legal advice and information to clients attending evening advice sessions.
4. Skill—demonstrate high-level skills in interpersonal and written communications including the ability to convey complex legal information in a manner appropriate to the client group.
5. Commitment—attend rostered shifts