



JUSTICE BEHIND BARS

PRISONERS' LEGAL SERVICE IS SEEKING A VOLUNTEER LEGAL ASSISTANT

Designation: Legal Assistant
Duration: 6 month commitment
Hours/Days: One day per week
7.6 hour shift from 9am-5pm

Purpose of Legal Volunteer Position:

The role of the volunteer legal assistant is to provide a legal and administrative support to the solicitors of the service. They will also be responsible for providing general administrative support and research assistance to the Centre. Legal volunteers are expected to be enrolled in a Bachelor of Laws program at a recognised Australian University/College, be highly motivated, resourceful and have the ability to work as part of a multidisciplinary team.

Essential Skills, Abilities & Qualities:

- Completed or commenced Administrative Law subject;
- Advanced interpersonal communication skills;
- Proficiency in client relations, including the ability to deal with queries and complaints with discretion (confidentially and tactfully where appropriate);
- High level attention to detail;
- Empathy in dealing with clients; and
- Ability to prioritise and organise workflow independently.

Duties:

Service, Administration and Research Duties

- Attend to telephone, email, and mail clients enquiries;
- Provide information about Prisoners' Legal Centre services and direct clients to the most appropriate service for their needs;
- Provide appropriate referrals to community legal centres, private legal professionals, government authorities, courts and tribunals;
- To provide legal information to prisoners and their families on the telephone.
- Under supervision of a PLS solicitor, to obtain instructions from prisoners and their families on the telephone;

Prisoners' Legal Service Inc.
Postal Address: GPO Box 257 BRISBANE QLD 4001
ABN: 15 677 129 750
Web: www.plsqld.com

Justice Behind Bars
Telephone: 07 3846 5074
Facsimile: 07 3229 9222
Email: pls@plsqld.com

A free service providing assistance to prisoners with parole applications, prison law matters and financial counselling

- Under supervision of a PLS solicitor to complete on-going data entry processes arising from the advice contacts.
- Under supervision of a PLS solicitor, to act upon instructions received by phone in providing follow up written advises and information as appropriate in a timely manner.
- To refer matters to other services where appropriate.
- To maintain knowledge of legislation, regulations, case law and policies and procedures impacting on prisoners.
- To suggest, design and prepare further CLE material suitable and useful for dissemination by PLS.
- To participate in a collaborative work environment and contribute to the team effort.
- Assist with the administration of client files and preparation for client interviews;
- Conduct research as requested;

Organisational Duties

- Be aware of and comply with the Centre's Risk Management Guide, and the Centre's policies and procedures;
- Attend volunteer induction;
- Undertake other duties as directed by the workers of the service.

Selection Criteria:

1. Currently enrolled in a Bachelor of Laws program at an Australian University/College with Administrative Law completed or commenced.
2. Commitment to and understanding of social justice, particularly working with marginalised people.
3. Advanced interpersonal communication skills with the ability to liaise with a broad range of disadvantaged people.
4. Ability to work collaboratively, problem solve, and prioritise workloads.
5. Commitment to maintaining confidentiality.
6. Commitment to a set 7.6 hour shift during internship.

Application Process:

Please send a cover letter (one page) and short CV to pls@plsqld.com on or before 1 June 2018.