



JUSTICE BEHIND BARS

Volunteer Summer Internship Opportunities

PLS is offering three summer internship opportunities in 2018/2019. Internships are unpaid and require a commitment of either two or three days per week for a four-week period.

Dates: **28 October 2019 – 22 November 2019 (2 days / week)**
 25 November 2019 – 20 December 2019 (3 days / week)
 13 January 2020 – 7 February 2020 (2 days / week)

Please send a one page cover letter addressing the selection criteria (below) and no longer than a two page CV to pls@plsqld.com by the due date.

Applications due: **5pm on Friday 18 October 2019**

Flexible arrangements regarding dates may be negotiated for university exam timetables. **Please specify in your application if you prefer a particular internship period.**

WHAT WE DO

PLS is a community legal centre that exists to promote justice, human rights and the rule of law in the administration of prisons and punishment. PLS provides:

- **Free legal advice** to adult prisoners throughout Queensland regarding their legal rights in prison and conditions of imprisonment.
- **Free legal representation**, to the most vulnerable prisoners in Queensland regarding legal issues which occur in prison and relating to parole.
- **Advocates for improvements** to prison practices which promote human rights, enhance rehabilitation and reduce the likelihood of recidivism in accordance with best practice.


ABOUT PLS INTERNSHIPS

PLS relies heavily on interns to assist us in meeting our client's legal needs. Interns are provided with hands on opportunities to work with prisoners and will be able to develop important practical skills such as client interviewing, provision of information to clients, assisting with litigation matters and a variety of different legal tasks in a unique and engaging legal environment.

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, prison law matters and financial counselling

 *PLS respectfully acknowledges the Aboriginal and Torres Strait Islander peoples as the traditional owners and custodians of this land and acknowledges their Elders, past, present and emerging.*

INTERN DUTIES

- Under supervision, attend to telephone, email, and mail enquiries from clients including providing legal information on the telephone and legal advice through correspondence;
- Attending prison visits with solicitors to provide advice and information;
- Assist with the administration of client files and preparation for client interviews;
- Be aware of and comply with the Centre's Risk Management Guide, and the Centre's policies and procedures and 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 workload.
 5. Commitment to maintaining confidentiality.
 6. Commitment to a set 7.6 hour shift, two or three days a week during internship (depending on internship period).
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