

WOMEN'S LEGAL CENTRE (ACT & REGION) INC.

POSITION DESCRIPTION

POSITION TITLE:	PARALEGAL AND INTAKE OFFICER
REPORTING TO:	CLIENT SERVICES MANAGER
CLASSIFICATION:	CS 3 (MEA 3)
EMPLOYMENT TYPE:	Fixed term Full Time/Part time

1. THE ORGANISATION

The Women's Legal Centre is a specialist community legal centre. We provide legal assistance to women who would otherwise go without. Our main areas of practice are family law, domestic violence, early intervention Care and Protection work, victims of crime, employment and discrimination.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates a Socio-Legal Team to provide wrap-around support to the most vulnerable and at-risk clients.

The multi-disciplinary practice is complemented by the Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program. This Program provides case management support and legal advice to Aboriginal and Torres Strait Islander women.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to understand and address discrimination and violence against women.

2. POSITION SUMMARY

Paralegal and Intake Officers are part of the Client Services Team. They provide legal administration and secretarial support to solicitors and staff, including performing client intake. The Client Services Team provides critical liaison between service users, referring agencies and the Centre, and supports efficient and accurate organisational processes.

3. KEY RESPONSIBILITIES

1. Perform client intake, including dealing with enquiries from clients, referral agencies and other lawyers, making client appointments and arranging referrals to other agencies.
2. Provide high quality legal secretarial support and support the legal practice's workflow systems, including opening, maintaining and closing client files, managing resubmissions and court documents, legal research, drafting correspondence and compiling briefs.
3. Support accurate and comprehensive data collection for the Centre.
4. Develop and maintain knowledge of other community and legal service providers' programs.
5. Comply with policies and procedures of the Centre.
6. Participate in regular meetings with the Client Services Manager and Principal Solicitor and contribute to Centre wide projects and priorities.

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7. Attend regular staff meetings and Centre trainings as required.
8. Other relevant duties as directed by the Client Services Manager and Principal Solicitor.