



## Position Description

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# Outreach Solicitor Homeless Persons' Legal Service

Full-time fixed term position for 12 months

### 1. PIAC and HPLS

The Public Interest Advocacy Centre (PIAC) is a community legal centre that works for social justice by driving changes to laws, policies and practices that cause or entrench disadvantage.

The Homeless Persons' Legal Service (HPLS) provides people who are homeless or at risk of homelessness with legal assistance, advice and representation, to protect their human rights and progress our vision of a community where everyone has a secure, appropriate place to call home.

HPLS operates free legal outreach clinics at host agencies that provide services to people who are experiencing homelessness in inner-Sydney, Western Sydney and the Hunter region. These clinics have been primarily staffed by solicitors from private law firms acting pro bono.

The HPLS consumer advisory committee, StreetCare, empowers people with lived experience of homelessness to initiate, inform and influence positive change. The group also helps drive our policy priorities.

Informed by our casework and consumer feedback, HPLS addresses causes of homelessness through strategic engagement and policy advocacy with government and service providers.

### 2. Position overview

The Outreach Solicitor will provide legal help to people experiencing, or at risk of, homelessness and help HPLS to find new ways to reach clients in the context of the ongoing COVID-19 pandemic.

Reporting to the HPLS Managing Solicitor, the Outreach Solicitor will provide legal advice and assistance at current outreach locations; make appropriate legal and non-legal referrals; and undertake legal casework to help people with priority issues including tenancy, social security law, financial hardship (including credit and debt), and domestic violence.

The Outreach Solicitor will also explore opportunities for new legal outreach partnerships. This will require actively seeking the views of people with lived experience of homelessness,

developing relationships with community service providers in inner-Sydney, and considering new and creative ways to deliver legal assistance.

Aboriginal and Torres Strait Islander people are encouraged to apply.

### **3. Major accountabilities**

- Conduct legal outreach in locations in and around inner-city Sydney.
- Support the operation of HPLS clinics, working with the HPLS Managing Solicitor and Senior Solicitor, including by:
  - Developing and maintaining relationships with host agencies and other stakeholders in the community sector;
  - Identifying new opportunities for legal outreach partnerships in consultation with StreetCare and community service providers;
  - Helping to identify new ways to deliver legal assistance in the context of the COVID-19 pandemic and public health restrictions;
  - Providing advice and referrals to clients seeking advice;
  - Conducting legal casework in priority matters, including in civil cases relating to tenancy, financial hardship and access to services;
  - Making appropriate referrals to legal and non-legal service providers; and
  - Complying with HPLS procedures and the PIAC Legal Practice Manual.
- Contribute to the work of HPLS in responding to systemic issues for people experiencing homelessness.
- Represent PIAC at meetings to advance the aims of HPLS.
- Maintain files to a high standard and participate in regular file reviews.
- Participate in, and contribute to, regular team meetings, including strategic planning.
- Other duties as reasonably required.

### **4. Knowledge, skills and experience**

#### **Essential**

- Eligible for a NSW Practising Certificate.
- At least three years' post-admission legal practice experience in areas relevant to people experiencing homelessness.
- Capacity to conduct outreach in the community, including in non-legal settings, to provide accurate and appropriate legal assistance and to manage relationships with clients.
- Excellent communication skills, including the capacity to assist clients from diverse backgrounds.
- Capacity to identify and seek support to manage risks, including work health and safety risks.
- High-level writing skills for the drafting of legal documents and correspondence.
- Demonstrated understanding of issues facing people experiencing homelessness.

## **Desirable**

- Experience working with people who have experienced homelessness.
- Current Drivers Licence.

## **5. Salary**

The position will be appointed at level 5/6 under PIAC's Enterprise Agreement with a salary range of \$87,600 - \$97,820.

PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

## **6. Applications**

Your application should be no longer than 5 pages in total. An application should comprise:

- A cover letter;
- Your CV; and
- A succinct statement outlining your suitability for the role *addressing the knowledge skills and experience required for the position.*

Applications may be sent either by email to [jobs@piac.asn.au](mailto:jobs@piac.asn.au) or to:

The Selection Panel  
Public Interest Advocacy Centre  
Level 5, 175 Liverpool Street  
Sydney NSW 2000

Inquiries about the position should be addressed to:

Annie Barker  
Executive Assistant  
[abarker@piac.asn.au](mailto:abarker@piac.asn.au)

**Please note there is no application closing date and we invite you to apply as soon as possible.**