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| Organisation | Caxton Legal Centre |
| Business Unit/Practice | MAPS Team (Measurements, Administration and Paralegal Supports) |
| Location | Brisbane |
| Reports to | MAPS Team Coordinator |
| Award | *Social, Community, Home Care and Disability Services Award 2010* |
| Grade/Band | Level 3 |
| Approved By | CEO |
| Date of Approval | February 2020 |

Overview of Caxton

Caxton Legal Centre represents the interests of people who are disadvantaged or on a low income when they come into contact with the law. We do this by strategically advocating to government, providing legal advice and social work services, publishing legal information and building community awareness about the issues faced by the people we help.

Caxton is an independent, non-profit, non-government community legal centre. We are committed to achieving the best outcomes for people who are on a low income or otherwise disadvantaged by working with partners from the community, government, university and private sectors.

# Our vision:

# A just and inclusive Queensland.

# Our values:

Caxton approaches people and its work in the community with a commitment to:

* Accountability and Responsibility - going above and beyond what is expected
* Compassion and Empathy - showing our genuine concern for others
* Respect – valuing all people no matter what
* Integrity - saying and doing the right thing
* Collaboration - believing in the power of working with others

Primary purpose of the role

This is a generalist administration and para-legal role that assists across all facets of the Measurements, Administration and Para-legal Supports (MAPS) team to undertake file administration and paralegal tasks, undertake some business services tasks and to provide back-up support for client services and volunteers.

# Key accountabilities

* Responsible for administrative tasks including all aspects of digital and paper file management; processing client intake forms, data entry into CLASS and SharePoint and other technologies as required, data auditing, CLASS reporting and support, filing, scanning, and photocopying.
* Provide basic paralegal and community education support including photocopying and compiling briefs to counsel, assisting with preparing CLE resources, filing court documents, filing on client files, collating files in preparation for advice sessions and other paralegal tasks as requested by the lawyers and social workers
* Working within the broader Administration team to provide support as required
* Act as back-up support for Client Services and Volunteers as directed by the Coordinator, MAPS Team

Key challenges

* Performing multiple tasks with accuracy under time pressure
* Working with clients with complex legal and social issues
* Providing guidance and information to clients who may have an impairment or be culturally or linguistically diverse

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Coordinator, MAPS Team | * Direct Line Manager |
| Lawyers and Social Workers | * Ensuring administrative and paralegal supports are provided |
| Admin team | * Provide cross team administrative support |

# Role dimensions

## Decision making

Understands when to escalate queries

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* A high level of computer literacy and competency in major administration software packages such as Microsoft (Outlook, Excel, Word), SharePoint and CLASS
* Excellent time management skills and the ability to multi-task and meet relevant deadlines
* Excellent attention to detail
* Ability to ‘think on your feet' and work independently as part of a team
* Ability to appropriately deal with sensitive and highly confidential information with a high level of tact, discretion and judgement

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within.  I accept that I will observe them fully during my employment.

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| Staff member signature: |  |
| Staff member name: |  |
| Date: |  |