



Position Description for MHLC - Paralegal Day

About MHLC

Established in 1989, the Mental Health Legal Centre (MHLC) is recognized for its unique place as a specialist legal Centre in Victoria. MHLC dedicated team has worked on behalf of consumers of mental health services since inception and that focus remains.

MHLC is a strong voice in the community legal sector, advocating for a better mental health system. MHLC works on behalf of individual clients, challenging laws which act to discriminate and disadvantage clients, both as individuals and as a broader consumer group. MHLC offers a range of opportunities that seek to inform and educate the community about the law and the issues impacting on people who have, or are experiencing mental health issues.

Our multidisciplinary team (law, and financial counselling) provide a range of innovative services in the community, in treatment facilities and in prisons. We work in partnership with other agencies to provide integrated services that address the needs of some of the most vulnerable members of our community.

About the position

The Paralegal of MHLC Day Service will work with the Principal Lawyer and Bolton Clarke team to provide support during the day service, this will include supporting clients who are resident in SRS facilities to access legal supports. This role requires excellent organisational and communication skills. It will also require an understanding of the framework within which all the projects are being measured and reported. This is an exciting opportunity for someone with exceptional organisational skills, energy and vision. The position is subject to funding from the MHLC.

A core part of the paralegals role will be to ensure that the project targets as listed and identified in the project agreements are delivered within project plans and reported to the General Manager

Hours of work

The position is a part-time position working 3 days a week (22.8 hours) from Tuesday to Friday, days negotiable.

Qualification and Education requirements for the position

- Educated to Year 12
- Currently undertaking a law degree or other relevant discipline

Award

SCHADS Industry Award applies, along with salary packaging.

This position will be classified as a social and community services employee level]. Any changes to this position's classification will be confirmed with the employee in this position in writing by MHLC.

Expectations

It is expected that the employee in this position will:

- Support the Bolton Clarke team in administering client files.
- Contribute to the operational objectives of the projects, to seek to ensure its sustainability.
- Identify outcomes for projects, based on an appraisal process of the requirements for each project to contribute to the objectives of MHLC.
- To work effectively both independently and in a team to contribute to the achievement of program and organisational objectives.
- Demonstrate a high level of interpersonal skills, specifically in respect of managing and organizing the Inside Access central diary.
- Input data into CLASS accurately and progress to use the data base as a management tool

Duties and Responsibilities

The general responsibilities and duties of this position are set out below and are subject to change based on business requirements from time to time

Main duties

The employee in this position will:

- maintain the project plan and database;
- maintain the CLASS database;
- maintain the teams portals;
- support administrative supplies for effective management and delivery of MHLC services;
- help develop user friendly documents and tools for MHLC projects;
- establish and maintain relationships with external services and make referrals to such services where appropriate
- ensure that all casework files are maintained to the highest standards including appropriate levels in respect of client contact information, communications with clients where necessary, professional documentation and record keeping; and
- exercise a high level of interpersonal skills in dealing with all clients and other organisations.

General Administrative Duties

The employee in this position will:

- attend at or monitor regular staff meetings;
- participate in annual planning and strategic development;
- manage administrative duties as required related to the position, e.g. client database, client correspondence, telephone, etc.;
- ensure compliance with policies and procedures; and
- undertake other general duties as required.