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| Position Title: | Paralegal (Cairns), Community and Health Justice Partnerships |
| Reports to: | Managing Lawyer, Community and Health Justice Partnerships |
| Date: | July 2022 |

SUMMARY

LawRight is a not-for-profit community legal centre that improves the lives of people with complex need by increasing access to justice through strategic partnerships with pro bono lawyers and with community, health and civic organisations.

LawRight Community and Health Justice Partnerships (**CHJP**) operate at 10 locations, where staff and visiting pro bono lawyers collaborate with health and community workers to resolve the complex, intersecting problems of clients. The CHJP has an office in Cairns and works in close partnership with Anglicare NQ to assist people experiencing or at risk of homelessness.

The CHJP Paralegal (Cairns) will support the CHJP's operations in Cairns by providing legal and administrative assistance to LawRight's Cairns based lawyers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Undertake general reception and administrative duties including day-to-day management of LawRight's Cairns office.
2. Assist with answering of telephones, including responding to and managing general enquiries and enquiries from prospective clients, volunteer lawyers and other stakeholders.
3. Undertake legal research and file work to support LawRight's Cairns based lawyers.
4. Assist to open, maintain and close client files, and maintain the client database, as required.
5. Develop and maintain legal precedents and other resources under the supervision of the CHJP Managing Lawyer, including the CHJP Volunteer Portal.
6. Assist in CHJP general operations, including responding to and managing enquiries from prospective clients, community support workers, volunteer lawyers and other stakeholders.
7. Assist as required in systemic advocacy, law reform, stakeholder engagement and community legal education projects, events, and promotions.
8. Assist in conflict checks and the management of client records, physical and electronic filing, maintaining client database and casework spreadsheets, file review processes.
9. Assist with the coordination and training of volunteer lawyers, student volunteers and non-legal agencies.
10. Attend LawRight Staff meetings and training as directed.
11. Participate in the general activities of LawRight and assist with the general running of LawRight offices, including with incoming telephone calls, emails, and correspondence.
12. Undertake other tasks as requested.