

Paralegal

- Liverpool base
- Community Legal Centre incorporating domestic and family violence services
- Flexible work conditions, salary packaging, 5 weeks' annual leave plus leave loading
- 30-35 hours per week
- Salary range: up to \$72,800 p.a. plus super
- Fixed term 1-year contract

We are seeking a motivated and well-organised paralegal with minimum three years' experience in Family Law and preferably also experience in victims of crime areas of law. Your experience with applications under the Victims Rights and Support Act 2013, experience working with women affected by domestic and family violence, and formal qualifications will be highly valued. Proficiency in a community language would also be valued. This position is open to female applicants only because the majority of our Victims Right and Support Act applications are made on behalf of female victim-survivors of domestic and family violence. Aboriginal and Torres Strait Islander women are strongly encouraged to apply.

About South West Sydney Legal Centre

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victims-survivors of DFV. We also provide information, court support, referral and casework to victims-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney.

SWSLC uses a multidisciplinary model bringing together lawyers, social workers, and community workers to provide trauma-informed, client-centred and culturally safe legal assistance and DFV support services to clients. Services are provided through phone support and face-to-face services in our offices, at courts and through outreach services and community engagement. SWSLC has offices in Liverpool, Bankstown, Smithfield and Sydney.

Location and hours

- The role will primarily be based in Liverpool
- The position is full-time 35 hours per week over 5 days. Alternatively, the position may be part-time for 30 hours per week, over 4 to 5 days per week.

How to apply

For more information about SWSLC and our services and to view the application package and how to apply, go to our website www.swslc.org.au, click on 'contact' then 'work with us'.

If this sounds like an opportunity that interests you, we would love to receive your application.

Your application **must** include:

- A cover letter outlining why you are applying for this position and your contact details
- A separate document with your responses to each of the **selection criteria**
- A resume with your skills, experience and qualifications

Applications that do not include the above will not be considered.

Applications close 9am, Monday 2nd November 2020

Contact Person

Please send your application to alison@swwslc.org.au.

To discuss your specific queries, please contact Sun-Jae An, Assistant Principal Solicitor by email sun-jae@swwslc.org.au leaving your contact number for a return phone call.

This position is open to female applicants only. SWSLC considers being a woman to be a genuine occupational qualification for this position under section 31 of the Anti-Discrimination Act 1977 (NSW).

The successful applicant will be required to satisfactorily complete a National Police Records Check and a Working with Children Check.

POSTION DESCRIPTION

Position:	Paralegal
Focus Areas:	Victims Support Applications and Family Law
Accountability:	Directly accountable to the nominated solicitor
Ultimate Accountability:	Principal Solicitor

A. PURPOSE OF POSITION

- Assist with and provide a range of legal and administration support to solicitors; and
- Enhance the service delivery capacity and effectiveness of solicitors and the legal service.

B. NATURE AND SCOPE OF POSITION

- Under the supervision of a solicitor, undertake paralegal work and run your own files, in particular Victims' Rights and Support Act Applications;
- Case planning, assessment, development and coordination;
- Legal research, fact and evidence gathering and information retrieval;
- Drafting correspondence;
- Drafting pleadings, applications, documents, responses and discoveries;
- Analysing, summarising and reporting on documents, information and evidence;
- Fact checking;
- Preparing for and assisting with hearings and applications;
- Locating and interviewing witnesses;
- Communicating, corresponding and liaising with clients, barristers, opposing legal practitioners and other relevant stakeholders;
- Taking instructions and statements from clients and witnesses;
- Attending court to assist lawyers, instruct barristers, take notes;
- Diary management; and
- Other administrative and paralegal duties and activities necessary for the effective and efficient delivery of legal services.

C. FOCUS AREAS: VICTIMS' RIGHTS AND SUPPORT APPLICATIONS AND FAMILY LAW

SWSLC provides advice and casework services across a broad cross-section of areas of law. This position is required to effectively contribute to and participate in this generalist environment, however the emphasis of this position is Victims' Rights and Support Applications and Family Law including in particular, clients who are affected by domestic and family violence.

D. GENERAL FUNCTIONS AND RESPONSIBILITIES

- Maintain an up to date working knowledge of the law and practice and procedure relevant to your position and duties;
- Adhere to and work within and in accordance with codes of practice relevant to the legal profession;
- Maintain a working familiarity with office equipment and technology required within your position;
- Undertake your own word processing and file management requirements; and
- Undertake training to develop and maintain skills and qualifications necessary to effectively fulfil your position.

E. ACCOUNTABILITY AND ADMINISTRATION

- Collect and record data for all activities relating to paralegal tasks, referral, information casework and non-casework in accordance with the Centre's processes; and
- Accept direction from nominated solicitor/s and be responsible to the Principal Solicitor or a solicitor nominated by the Principal Solicitor.

F. COMMON TEAM FUNCTIONS AND RESPONSIBILITIES

- Work collaboratively with other team members by sharing skills, resources, projects and ideas;
- Respect and work within the codes of behaviour, policies and procedures of the Centre; and
- Encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism.

G. ESSENTIAL AND DESIRABLE CRITERIA AND KEY COMPETENCIES

Essential

- Thorough knowledge of legal terminology and legal research techniques;
- Advanced ability to comprehend and decipher legislation and legal documents;
- Thorough knowledge of legal principles and procedures;
- Highly organised with ability to juggle multiple deadlines and priorities;
- Demonstrated experience in Family Law. Preferably experience in law relating to victim-survivors of violence and applications under the Victims Rights and Support Act 2013, or similar legislation;
- Excellent computer literacy, in particular word processing and the efficient preparation of correspondence;
- Excellent verbal, written and interpersonal communication skills; and
- Good attention to detail and accuracy.

Desirable

- Paralegal qualification or other legal qualifications.