

Paralegal - Family Law

Position Description

Close date

Applications close Monday 21 March 2022

How to apply

To apply for this role, please send your CV and Cover Letter addressing the responsibilities and expectations of the position to recruitment@mlc.org.au with 'Paralegal - Family Law' as the subject.

Position title	Paralegal – Family Law Service
Reports to	Family Law Solicitor or as delegated.
Staff Management	N/A
Type/Hours	Casual, 3 to 35 hours per week, from Monday to Friday between the hours of 8am and 8pm, hours and days to be agreed.
Terms and Conditions of Employment	As contained in the letter of offer and as per <i>Marrickville Legal Centre Enterprise Agreement 2016-2018</i>
Role overview	<p>Marrickville Legal Centre offers free legal advice and assistance to the community of the inner-west, south-west, southern suburbs of Sydney, and beyond. There are 1.5 million people living in our key catchment: that's 30 percent of Sydney's total population.</p> <p>Marrickville Legal Centre solicitors provide access to justice through the provision of legal services, law reform and community legal education, particularly for people who are disadvantaged by their social and economic circumstances.</p> <p>This position supports the work of the Centre by co-ordinating and supervising our volunteers working on our reception to provide appropriate information, legal and non-legal referrals, and appointments to members of the community seeking our assistance. This role also provides basic tenancy advice, under supervision, and administrative support for the management team, as required from time to time.</p> <p>The Family Law Service works with clients who are unable to access affordable family law services, and who suffer disadvantage or family violence, to make workable arrangements after separation. The FLS also improves access to justice through community legal education.</p> <p>The Paralegal – Family Law Service, will support the work of the Centre, particularly the operation of the Family Law Service ('Focus Area'). You may be required to perform work outside of the Focus Area from time to time.</p> <p>This position supports the work of the Family Law Service by assisting the Family Law Solicitor in the delivery and management of advice and casework to clients with family law matters. This role also assists with file management, the accurate recording of client, service, and statistical data, and the delivery of community legal education activities.</p> <p>The position requires a practical understanding and application of the structures, methods, and procedures of the legal system of the State of NSW and the Commonwealth.</p>

	<p>Under the supervision and guidance of the Family Law Solicitor, the Paralegal is also responsible for the smooth running of the FLS Clinic and is the public face for all advice clinic confirmations, including telephone and face-to-face enquiries, and providing appropriate information and referrals.</p>
<p>Essential skills</p>	<ul style="list-style-type: none"> • Prior experience working in a CLC or equivalent not for profit organisation. • Legal experience in various legal practice areas. • Ability to manage customer expectations. • Ability to conduct administrative tasks for the Family Law Service. • Experience in client and or customer facing roles. • Penultimate LLB or GDLP – good to have. • Sound judgment and outstanding analytical and contractual skills. • Strong commercial acumen and pragmatic approach to all work • Proactive and independent attitude and result oriented approach. • Flexible, adaptable, able to challenge the status quo, and the ability to work as a team to deliver the best possible outcome for the community.
<p>About Marrickville Legal Centres Goals</p>	<p>Marrickville Legal Centre’s vision is to promote social justice through the provision of free and accessible legal and related services to people who experience social and economic disadvantage. Each and every team member has a role to contribute to our strategic pillars:</p> <ul style="list-style-type: none"> • For all people: We’re proud to stand alongside individuals who are disadvantaged by our justice system, helping them toward better & fairer outcomes. • For progress: We work with community partners to make sure the voices of disadvantaged people are heard in the processes that lead to policy reform. • For working together: We are proud to bring people together to promote justice and protect human rights. • For lasting change: We aim to resolve any immediate legal issues, and to link our clients to resources and services that will support them towards positive and lasting change in their lives, and in our community.

Roles and Responsibilities		
Area	Key activities	Measures
Primary Responsibilities	<ul style="list-style-type: none"> • Ensure the management of the FLS database by attending to all clients enquiries • Ensure the smooth running of the FLS Advice Clinic, including client booking and confirming solicitor attendance • Ensure FLS file records and statistical data on client contacts are accurately recorded. • Assist the MLC Legal Team in undertaking community legal education activities • Liaising with community organisations to facilitate referrals <p><u>Position Expectations</u></p> <p>In addition to your primary responsibilities, you will be expected to undertake the following general duties and responsibilities:</p> <p>Legal Advice and Casework</p> <p>Assist MLC's Legal Team to:</p> <ol style="list-style-type: none"> a. Provide high quality legal advice, assistance and referrals for clients; b. Undertake legal casework in accordance with MLC casework policy, or as directed; c. Conduct litigation; d. Brief counsel and pro bono solicitors, as required; and e. Provide advice, support and assistance to other staff. <p>Community Legal Education and liaison</p> <p>Assist the MLC legal team with:</p> <ol style="list-style-type: none"> a. Provide legal education and training; b. Contribute to legal education publications for community members, legal practitioners and community workers assisting socially and economically disadvantaged people; c. Liaise with community organisations, police, chamber registrars, court staff and other stakeholders as appropriate. This may include working on weekends or out of usual hours to attend community events; and a. Assist in designing the tenancy services' community legal education strategy to meet the needs of clients in the catchment area b. Collaborating and engaging with external legal and community services providers to ensure advocacy of emerging and critical family law matters. <p><u>Organisation Expectations</u></p> <p>Governance and Accountability</p> <ol style="list-style-type: none"> a. Adhere to MLC Constitution, philosophy, policies and procedures including state and federal legislation, funding body service agreements, the National Association of Community Legal Centre's Risk Management Guide and industry standards; b. Document work in line with required standards; c. Undertake data collection; 	N/A

	<p>d. Perform all reasonable duties requested by the Managing Principal Solicitor; and</p> <p>e. Attend supervision sessions.</p> <p>Occupational Health and Safety</p> <p>All employees will understand and comply with the WHS Policy, and participate and support the implementation of the WHS Policy.</p>	
--	---	--

Skills set (Advanced, Proficient, and Novice):

Legal practice area	Proficient	Adaptability to change	Proficient
Social work	N/A	Independent and self-starter	Proficient
Case management	Advanced	Ethics	Advanced
Results oriented	Proficient	Teamwork	Advanced
Client communications	Advanced	Communication	Advanced
Management capability	Proficient	Interpersonal skills	Advanced