



POSITION TITLE: Evening Legal Clinic Solicitor

STATUS: Volunteer

LOCATION: 445 Hay Street, Perth

RESPONSIBLE TO: Managing Solicitor

RESPONSIBLE FOR: Nil

POSITION OBJECTIVE: The Women's Law Centre is a community legal centre funded to provide quality legal advice, information and referral to women. The Women's Law Centre provides accessible legal services on a non-discriminatory equitable basis to women facing disadvantage. Our mission is to create an environment in which disadvantaged women in Western Australia are able to achieve fair, just outcomes for a range of legal issues and access to justice. Also, to ensure through the provision of legal services, including education and law reform, that women are empowered to make informed legal choices.

The Evening Legal Clinic Solicitor is responsible for participating in the operation of the WLC Evening Legal Clinic once a month. The Evening Legal Clinic was established to provide initial legal advice on family law property settlement matters to women who face disadvantage.

The Evening Legal Clinic will offer one-off 30 minute advice sessions, on property settlement matters only. Where a client also has significant family law children's issues they will have a separate appointment for this advice. Clients will have completed a questionnaire prior to attending the appointment, which will ensure you are provided with most of the information required to advise the client.

RESPONSIBILITIES:

CASEWORK

- Implement WLC policies and procedures and act in accordance with the agency's mission and values
- Provide legal advice/information in regards to property settlement as required
- Provide clients with appropriate referral options
- Undertake conflict-checking of clients to ensure no conflict in own practice

ADMINISTRATION AND REPORTING

- Provide record of clients instructions and advice given to WLC at end of evening

OPTIONAL

- Provide additional minor assistance on a pro-bono basis either through WLC or your own firm
- Self-refer clients where appropriate

SELECTION CRITERIA:

ESSENTIAL

- Degree in law and admitted and entitled to practice as a barrister and solicitor in Western Australia
- Completion of Restricted Practice
- Experience in property settlement matters
- Committed to the principles of social justice with an ethical and professional approach to practice

DESIRABLE

- Experience working with culturally and linguistically diverse people
- Experience working/volunteering in the community sector
- Experience working with women who face disadvantage
- Understanding of domestic and family violence and its impact on women and children