



VOLUNTEER POSITION DESCRIPTION

Position: Volunteer Solicitor

Program: Nundah Community Legal Service Wednesday Evening Service

Reports to: Principal Solicitor

Supported by: Legal Administrator. Principal Solicitor will also review advice sheets.

ORGANISATIONAL ENVIRONMENT

The Nundah Neighbourhood Centre and Community Legal Service is a Community Centre managed by the Nundah Community Support Group Inc (NCSGI). The Nundah Community Support Group Inc consists of a multidisciplinary team working collaboratively to deliver the following programs:

- Nundah Community Legal Service
- Information and Referrals for the Community
- Family Support Work
- Community Development

DUTIES

- To advise clients on the options (including nonlegal) of best proceeding with their legal problem.
- To give relevant and helpful referrals.

TEAM RESPONSIBILITIES

- Function as part of the NCSGI volunteer team within the organisation's policies, procedures and Code of Conduct.
- Contribute to the smooth and efficient running of the NCSGI including maintaining a clean and safe environment

OBJECTIVES

- To provide a free legal information, advice and referral service to the community.
- To provide a training ground for legal students and graduates in helping the community.
- To provide a professional efficient and compliant service.

QUALIFICATIONS AND EXPERIENCE

- To be an admitted legal practitioner with a current practicing certificate.
- To be able to communicate clearly with a variety of clients from varied backgrounds, including those with disadvantages and disabilities.
- To be able to approach legal issues from a community-minded viewpoint, taking into account associated non-legal problems.

OTHER REQUIREMENTS

- A current Working with Children Check or a willingness to obtain one.

HOURS OF WORK

- Wednesday evening, 3 – 6 hours per month