



VOLUNTEER POSITION DESCRIPTION

Position: Legal Student

Program: Nundah Community Legal Service Wednesday Evening Service

Reports to: Legal Administrator and Principal Solicitor

Supported by: Legal Administrator

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 welcome clients and assist them in completing intake forms.
- To give referrals to clients where necessary or useful.
- To provide support for the volunteer lawyers, including research and liaising with clients.
- To provide support for the Legal Administrator.

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

QUALIFICATIONS AND EXPERIENCE

- To be a law student (past or current) or a graduate.
- 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