

Paralegal Position Description Disability Law Paralegal

Part Time Position
(3 days a week or equivalent)

About Canberra Community Law

Canberra Community Law (CCL) is an independent community legal centre. CCL provides flexible and accessible legal services free of charge to people facing financial disadvantage or other barriers to accessing the justice system. CCL has been part of the Canberra Community for 40 years. During this time, CCL has responded to the changing and increasing legal needs in the ACT with trauma-informed and culturally sensitive and holistic legal services. CCL's targeted support empowers both our clients and the broader community to live a better quality of life.

CCL works in collaboration with social support services, other community based legal services and with Commonwealth and Territory governments to realise our vision of a fair and thriving community. We are the only free legal service in the ACT that specialises in social housing, social security, disability, race discrimination and homelessness law.

CCL's legal team collaborates with our Disability Justice Liaison Officer to support clients with disability and other access needs to access our services and legal processes. CCL's legal team also works with a Social Worker through our Socio-Legal Practice Clinic (SLP Clinic) to offer intensive support to people who have multiple barriers to resolving their legal issues.

CCL operates specialist legal services for specific groups facing systemic barriers to justice including the Dhurrawang Aboriginal Human Rights Program, Mental Health Justice Clinic, Parachute and Street Law.

CCL provides these services to address disadvantage in the community. CCL also undertakes community legal education and law reform work and is a leading voice for change in the ACT and region.

For further information about CCL, please visit our website at www.canberracommunitylaw.org.au.

Position Identification

Position Title: Disability Law Paralegal

The position is suitable for students studying law or prospective Practical Legal Training (PLT) students.

Direct Report to: Disability Law Supervising Solicitor but is ultimately accountable to the Executive Director/Principal Solicitor

Employment Status: Permanent (subject to ongoing funding), Part Time (3 days per week or equivalent)

Employment Conditions:

Salary:

\$66 025.96 to \$70 170.36 (depending on qualifications and experience) per annum, pro rata + superannuation + salary packaging options.

Opportunities for Professional Development.

Workplace culture, which is dedicated, collaborative and dynamic.

Contact for Position Enquiries:

Genevieve Bolton, Executive Director/Principal Solicitor

(02) 6218 7922 or gbolton@canberracommunitylaw.org.au

Position Objective

Disability Law is a specialist program which comprises the following services:

- Disability Discrimination Law, which provides free, independent and confidential legal assistance in disability discrimination law for people living in the ACT.
- Mental Health Justice Clinic, which assists people with lived experience of mental ill-health to access their socio-economic rights. MHJC assists in the following areas where a person has a mental health related barrier:
 - Social housing
 - Disability discrimination
 - Employment
 - Centrelink
 - Health, disability services and vulnerable persons complaints to the ACT Human Rights Commission.
- Disability Justice Liaison Officer, who works across CCL to support clients with disability and other access needs to access our services and legal processes.

This position will provide paralegal support to Disability Law, with a focus on supporting the work of the Mental Health Justice Clinic.

Responsibilities

1. General

- The paralegal works in CCL's Disability Law service under the direct supervision of CCL's Disability Law Supervising Solicitor.
- This position will provide paralegal support to CCL's Disability Law service, and a focus on working with the Mental Health Justice Clinic.
- This position is required to work as a member of a team to further the objectives of CCL as determined from time to time and operate within CCL's policies and procedures including any specific to the Disability Law service.
- The paralegal is part of the legal practice team within CCL and as such is responsible for:
 - Undertaking legal research
 - Assisting with maintaining client files and data entry
 - Attending client appointments, and Human Rights Commission and Tribunal proceedings as required
 - Preparing file notes, chronologies, legal appointment preparation and other legal/client correspondence
 - Conducting client interviews and the provision of supervised advice as required
 - Contributing to Disability Law's community legal education program (such as preparing legal information resources and community legal education training materials)
 - Assisting with drafting law reform proposals/submissions, and
 - Providing support to assist CCL in meeting its commitments under CCL's [Disability Action and Inclusion Plan](#) as required.

2. Other Duties

- Liaison with other agencies as required.
- Attendance and participation in internal meeting and stakeholder engagement activities as required.
- Undertaking administrative tasks with other staff members where necessary; and
- Other duties as requested by CCL's Executive Director/Principal Solicitor and/or supervisors from time to time.

Selection Criteria

Essential

1. Demonstrated understanding of issues impacting on people with disability and people with lived experience of mental ill health.
2. Good organisational, time management and file management skills.
3. Well-developed legal research and analysis skills.
4. Highly developed oral and written communication skills including the ability to prepare clear and accurate written materials.
5. Ability to work as part of a team under the supervision of the Disability Law Supervising Solicitor.
6. Good IT skills and ability to use a range of computer programs including Microsoft Office products (Outlook, Word, Teams etc) and case management systems.
7. Holder or eligible to obtain a Working with Vulnerable People card.

Desirable

1. Experience working with clients including people with disability, Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.
2. Experience working in a legal and/or community service environment.
3. Experience in administration and/or customer service.

People with lived experience of disability are encouraged to apply.

Aboriginal and Torres Strait Islander people are encouraged to apply.

How to apply

Applications should be addressed to the Executive Director/Principal Solicitor, Canberra Community Law and include a **cover letter**, **resume** and **statement addressing the selection criteria**. **Applications which do not address the selection criteria will not be considered.**

Short listing for interviews and selection will be based on responses to the selection criteria.

Applications should be submitted by email to jobs@canberracommunitylaw.org.au.

If you have any queries regarding this position, please contact Genevieve Bolton on (02) 6218 7922..

Closing Date for Applications is **Monday 21 October 2024 at 5pm**.