

Paralegal Position Description Housing Law Paralegal (Litigation practice)

Part Time or Full Time Position (up to 37.5 hours per week)

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 changing and increasing legal demand in the ACT with trauma-informed and culturally sensitive and holistic legal services. CCL's Programs, including our Housing and Tenancy Law Program, provide targeted legal services and support that empower 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 Housing and tenancy law team, including our ACAT Duty Lawyer service works closely with our First Nations lawyers in our Dhurrawang Aboriginal Human Rights Program, with our Mental Health Justice team, our Parachute program and our social worker, to ensure clients with disability, accessibility or cultural needs are fully supported while engaged with legal processes.

In addition to providing legal advice and representation, CCL conducts community outreaches in collaboration with community-based organisations to connect with people experiencing acute disadvantage and hardship, through our ACAT Duty Lawyer Service, our Street Law, Parachute and Dhurrawang Programs. 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: Housing Law Paralegal (Litigation practice)

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

Direct Report to: ACAT Duty Lawyer solicitors and Litigation Supervising Solicitor but is ultimately accountable to the Executive Director/Principal Solicitor

Employment Status: Permanent (subject to ongoing funding), Up to Full Time (37.5 hours per week). Part time applications will be considered.

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

CCL provides the only specialist social housing legal service in the ACT. Our Housing and Tenancy Law Program provides legal services to public and community housing tenants and people on occupancy agreements, including people who live in a caravan park, hostel or boarding house (social housing renters). Our Housing and Tenancy law team runs the ACAT Duty Lawyer service at the ACT Civil and Administrative Tribunal (ACAT) every Thursday, providing legal advice and duty lawyer representation to social housing renters who are facing eviction. We also provide ongoing legal assistance and representation when needed.

Our ACAT Duty Lawyer service currently includes two full time solicitors and a litigation supervising solicitor. The service is also supported by other programs of CCL who accept referrals and assist clients with matters in ACAT.

This position will provide paralegal support to the Housing and Tenancy law team, with particular focus on supporting the work of our ACAT Duty Lawyers.

Responsibilities

1. General

- The Housing and Tenancy law paralegal works in CCL's ACAT Duty Lawyer service under the direct supervision of CCL's ACAT Duty solicitors and the Litigation Supervising Solicitor.
- This position will provide paralegal support to CCL's Housing and Tenancy law team, working specifically with the ACAT Duty Lawyers.
- The successful applicant will be required to work as a member of the 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 ACAT Duty Lawyer service.
- The paralegal position is part of the legal practice team within CCL and as such is responsible for:
 - Undertaking legal research as requested
 - Maintaining client files and data entry
 - Attending client appointments, and Tribunal proceedings as requested
 - Preparing legal file notes, hearing notes, chronologies, legal appointment preparation and other legal/client correspondence
 - Conducting client interviews and providing supervised advice as required
 - Contributing to CCL's Housing and Tenancy law Community Legal Education program (such as preparing legal information resources and community legal education training materials); and
 - Assisting with drafting law reform proposals/submissions.

2. Other Duties

- Liaising with stakeholders as required;
- Attending and participating in internal meetings and stakeholder engagement activities as required; and
- Undertaking administrative tasks with other staff members where requested by the Litigation Supervising Solicitor or Executive Director/Principal Solicitor; and
- Other duties as requested by the Litigation Supervising Solicitor or Executive Director/Principal Solicitor from time to time.

Selection Criteria

Essential

1. Demonstrated understanding of issues impacting on social housing renters.
2. Excellent organisational, time management and file management skills.
3. Highly-developed legal research and analytical abilities.
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 CCL's Duty Lawyers and the Litigation Supervising Solicitor.
6. Competent in using information systems 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 Aboriginal and/or Torres Strait Islander people, people with disability, 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.

Aboriginal and Torres Strait Islander people are encouraged to apply.

People with lived experience of disability 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**.