



## Community Justice Services SA Ltd

### Volunteer Information Kit

#### **About us**

Community Justice Services SA Ltd is a not-for-profit community based organisation that provides free initial legal consultation to most members of the community regardless of their income level and assets with a qualified solicitor. The service receives funding from the Commonwealth and State Attorney General's department.

#### **What we do**

The Legal Support service provides information and referral, legal advice and ongoing assistance and court representation, where appropriate, provided at no cost to eligible clients who cannot afford to pay a private solicitor and do not qualify for a grant of legal aid.

#### **Our offices**

##### **Metro Office**

Southern Community Justice Centre

Legal assistance is generally provided to people who live in the southern and inner southern regions of Adelaide, Murray Bridge and the Fleurieu Peninsula.

##### **Regional Offices**

Limestone Coast Community Justice Centre provides services the Southeast area and Riverland Community Justice Centre provides services to the Riverland area.

#### Areas of Practice include

- Family Law
- Criminal Law
- Civil Law
- Employment Law
- Child support

#### **Community Legal Education**

The Legal service provide information and education to members of the community about the law and legal processes. Community Legal Education sessions are presented to the community in our partnership with Family Relationship Centre, Noarlunga.

#### **How we use volunteers**

- Administration, typing and data entry
- Assist solicitors with drafting letters and other documents
- Legal Research
- Transcribing documents
- Attending court with solicitor
- Sitting in on client interviews

#### **Insurance**

Community Justice Services has Volunteers Insurance that covers all volunteers.

#### **Benefits of volunteering**

- Learn more about the law and legal system;
- Improve the understanding of legal issues within our community;
- Opportunities to develop new skills;
- Make new friends and networks;
- just wanting to help.

## Legal Volunteer Job Description

Position title:	Legal Volunteer
Office Location:	Southern/Limestone Coast/Riverland
Hours:	1 day per week for 12 weeks
Reports to	Principal Solicitor

### Criteria for volunteering

- To liaise with, and provide, professional support to management, and personnel in a manner which ensures professional and competent service delivery.
- Professional attitude in team environment.
- Empathy for individual client needs.
- Good communication skills.
- Commitment to working in a professional and efficient manner.
- Ability to work under direction and supervision.
- A high level of interpersonal skills

### Duties

- To provide accurate assistance to legal or administration personnel which includes administration, typing data entry, drafting letters and other documents, legal research, transcribing documents and any other duties as requested by management.
- You must treat all client details as strictly confidential and not discuss these with anyone other than relevant personnel in the office that are dealing directly with the matter;
- Seek supervision or clarification as required;
- A time commitment of one day per week for 12 weeks
- Any other duties as requested by management from time to time

### How to apply

Community Justice Services SA places volunteers for a 12-week block to enable the many applicants an opportunity to volunteer with the service. If you would like to express your interest for a volunteer position applicants are required to email [southern@communityjustice.org.au](mailto:southern@communityjustice.org.au) attaching a cover letter and resume.

Applicants will be contacted and an interview will be arranged.

**Volunteer**

Name \_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**Witness Signature**

Name \_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

## Volunteer Solicitor Job Description

Community Justice Services SA (CJSSA) is a non-for-profit organisation that provides free legal assistance to disadvantaged and vulnerable clients and operates as Southern Community Justice Centre, Limestone Coast Community Justice Centre and Riverland Community Justice Centre.

Position title:	Volunteer Solicitor (Generalist)
Office Location:	Southern Adelaide/Limestone Coast/Riverland
Hours:	1-2 days per week
Reports to	CEO/Principal Solicitor

CJSSA is one of the largest Community Legal Centres in South Australia and is funded by both the Commonwealth and State Attorney-Generals' Departments. We are funded to provide a Generalist Legal Service to the southern, Riverland and Limestone Coast community. CJSSA also has partnerships with Family Relationship Centres (FRC) which includes solicitors providing legal education and information to clients attending at the Child Focussed Information sessions.

The Service helps people in most areas of law including Family, Criminal and civil matters. Assistance includes advice and referral, case work as well as Court representation when appropriate.

The Volunteer Solicitor will work within the Centre's general legal team to provide high quality and timely legal services to vulnerable and disadvantaged clients.

### Duties and Responsibilities

#### Client Work, Paralegal Work and Administration

- Provide accurate assistance to legal or administration personnel which includes administration, typing data entry, drafting letters and other documents, legal research, transcribing documents and other duties as requested by management.
- Conduct client consultations and provide legal advice and assistance that ensures the provision of accessible services of a high standard under the supervision of the Principle Solicitor.
- Negotiate legal matters in a professional and conciliatory manner.
- Conduct competent Court representation.
- Ensure client confidentiality is maintained at the highest standard.
- Prepare clear, accurate and concise legal documents, correspondence, Court documents and file notes.
- Maintain accurate files, records, statistical information and all other requisite data in relation to the provision of client services.
- Communicate and work effectively with people from varying backgrounds and in particular those with special needs.
  
- Provide appropriate referral to Legal Services, Family Relationships Centres and other services where relevant.

- Be conversant and comply with CJSSA policies, practices and procedures.
- Apply principles of equity and justice in client service provision.
- Apply the client eligibility criteria in assessment of ongoing client assistance.
- Undertake training and professional development as necessary through attendance at seminars, workshops, conferences, professional liaison as directed and approved.
- Work in compliance with the Professional Conduct Rules and SACCLS Professional Indemnity Insurance Guidelines.
- Provide support to solicitors by way of research and drafting of documents as required.
- Other duties as required.

### **Essential Skills, Abilities and Qualities**

- Excellent verbal and written communication skills
- high level of computer literacy and competency in legal research databases
- proficiency in client relations, including the ability to deal with queries and complaints with discretion (confidentially and tactfully where appropriate)
- high level attention to detail
- empathy in dealing with clients
- ability to prioritise and organise workflow independently
- ability to work in a multidisciplinary team of legal
- To liaise with, and provide, professional support to management, and personnel in a manner which ensures professional and competent service delivery.
- Sound computer literacy and legal research skills.
- Commitment to access to justice and compassion for vulnerable and disadvantaged people in the community.
- To work co-operatively under the direction of Management.
- Actively support and be compatible with the values, mission and objectives of Southern Community Justice Centre.
- Sound interpersonal and communication skills.
- Have a commitment to improving the personal and social situation of people from financially and socially disadvantaged backgrounds.
- Ability to maintain an environment of continuous improvement in all areas.
- Ability to work and contribute towards a positive team environment.
- Ability to adapt to a changing environment.

### **Selection Criteria**

#### **Qualifications**

- Completion of Bachelor of Laws;
- Completion of practical legal training to be eligible to be admitted to practice;
- Eligible to be or admitted as a barrister and solicitor of the Supreme Court of South Australia;
- Eligible to be admitted to the Register of the High Court of Australia
- Eligible for or currently holding a South Australia Practising Certificate

**Work Health Safety and Welfare Responsibilities**

- Remain updated with Work Health and Safety Manuals and legislation.
- Ensure that the office environment complies with WH&S standards and Service standards with regard to safety and hygiene standards.
- To work in a safe manner to protect your own health and safety at work and avoid adversely affecting the health and safety of any other persons through any act or omission at work.

**Terms and Conditions**

This volunteer position description accurately describes the role and responsibilities of the position and parties agree to the position description.

I ....., have read the above and confirm that I fully accept the above terms.

.....  
Signature of volunteer Solicitor

Dated: