

Volunteer Role Description

Position Title	Paralegal
Worker Status	Volunteer
Benefits	<ul style="list-style-type: none"> • Develop confidence in applying legal skills • Contribute to working for justice for UWA students • Located on UWA's Crawley campus • Make connections in the legal profession • Build experience for use in applications to prospective employers • Work with a great team
Hours of Role	<p>8 hours (1 day) per week</p> <p>Ideally for a minimum period of 6-12 months</p>

About us

Student Legal Advice Centre (**SLAC**) is a not-for-profit organisation that aims to provide justice to all UWA students by partnering with volunteer solicitors supported by UWA law students to provide pro bono legal advice to UWA students.

SLAC aims to increase accessibility to legal advice for vulnerable students and is a student-tailored service with a narrowed focus on tenancy, employment and workplace discrimination and sexual harassment issues. SLAC aims to reduce the overall burden on students and improve their overall quality of life.

Purpose of the role:

To contribute to the SLAC vision by assisting in the intake and triage process of clients, including taking further instructions and preparing a client brief for pro-bono volunteer solicitors. Volunteer paralegals will also assist during the advice through taking file notes, working closely alongside lawyers.

Key responsibilities

- Take an accurate file note detailing legal advice delivered to SLAC clients
- To assist in the processing, data entry and conflict checking of new requests for legal assistance
- Confirm whether the requester is eligible for legal advice by preparing and sending a conflict check
 - If not, refer the requester to an appropriate service which can support them
 - If yes, facilitate the intake process for callers to enrol them as a client
- Take instructions from clients whose issues are relevant to our service
- Conduct legal research at the direction of the solicitors and by your own initiative
- Operate within SLAC's policies and procedures
- Contribute to a supportive working environment
- Ensure that SLAC, its mission and services, are consistently presented with a strong positive image to the community at large and the wider legal profession

Selection Criteria

Essential	Strong verbal communication skills including ability to quickly build rapport with callers over the phone
	Strong written and research skills
	Commitment to justice and the values of SLAC
	Ability to commit to one day per week
Desirable	Studying a law degree at UWA
	Sound analytical skills and ability to work with discretion
	Some understanding of workplace and/or tenancy law
	Previous experience in the not-for-profit sector

Application Process

1. Please email recruitment@slac.com.au with a cover letter, resume and academic transcript (please note this does not need to be a formal transcript, a screenshot will be sufficient).
2. You will receive an email or phone call from our volunteer coordinator. They will let you know whether there are volunteer positions available and, if so, they will schedule an interview for you.
3. Following your interview, you will receive an email confirming the results of the interview.

If you have any questions about the above information or application process, please email recruitment@slac.com.au. You can also visit our website at <https://www.slac.com.au>.