

Position Description

Evening Advice Session Volunteer Solicitors and Barristers

Volunteer solicitors staff the legal advice sessions four nights per week. Caxton Legal Centre trains all volunteers in the practices and policies of the centre.

The professional indemnity insurance held by the centre is provided under a group scheme to community legal centres. The Professional Indemnity Working Group of the Federation of Community Legal Centres has developed a Professional Indemnity Insurance Manual with which it requires all legal centre volunteers to be familiar.

Volunteer solicitors, who are primarily engaged in private practice, are covered by the centre's Professional Indemnity Insurance Policy when working at Caxton. Volunteer solicitors and barristers are required to hold a current Practising Certificate and have completed the Volunteer Information Form and Code of Ethics and Conduct Agreement before advising any client.

Volunteer Duties

- ▶ Advise clients within areas of knowledge and/or expertise.
- ▶ Participate in Caxton's evening advice sessions by providing confidential free legal advice and relevant information and materials (referrals, self-help kits etc.) to clients attending the session.
- ▶ Check and complete adequate file notes outlining client instructions, advice given, referrals and legal information provided. Also advise if further legal action needs to be taken.
- ▶ Advise clients about all applicable limitation dates.
- ▶ Endeavour to convey legal advice and information to clients in a way that is user friendly and clear.
- ▶ Use the list of solicitors provided to the client for referral purposes and do not refer clients to yourself or your firm.
- ▶ Accommodate student and graduate volunteers as observers when giving advice if the client permits it.
- ▶ Refrain from offering pro bono assistance outside of the evening session to clients before checking with the evening coordinator, and consult with the coordinator on matters requiring clarification relating to the service.
- ▶ Share the client load with fellow volunteers and ensure all clients will be advised before leaving for the night.
- ▶ Attend volunteer shifts as rostered, and inform the volunteer coordinator ahead of time if unable to attend a shift.
- ▶ Abide by the Advice and Casework Guidelines of the centre in relation to the provision of ongoing casework and the Risk Management Guide of the centre.
- ▶ Disclose potential conflicts of interest when they occur and refrain from advising clients to whom potential conflicts apply.
- ▶ Keep track of the number of observation sessions completed and inform supervising staff of whether observing or advising.
- ▶ Arrange a Volunteer Practising Certificate or amendment to the annexure of current Practising Certificate where needed, and supply a copy of Practising Certificate to the centre.
- ▶ Stay and lock up with the volunteer coordinator if the last person advising at an evening session.