

## **POSITION DESCRIPTION**

<b>Designation:</b>	<b>PLT Student—Human Rights and Civil Law Practice</b>
<b>Duration:</b>	<b>75 days Tertiary Studies Placement (unpaid)</b>
<b>Hours of Work:</b>	<b>35 hours per week—flexible</b>
<b>Reporting to:</b>	<b>Director, Human Rights and Civil Law Practice</b>
<b>Date of Review:</b>	<b>August 2019</b>

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Caxton Legal Centre opens the doors of justice by unlocking the law.

Caxton Legal Centre aims to:

- build a just and inclusive society in which diversity, civic responsibility and human rights are valued and promoted
- advocate for the development of the law
- assist and empower people who would otherwise be denied access to justice
- educate the community about legal issues.

### **Purpose of Position**

The role of the PLT student is to provide paralegal support, administration and research assistance to the lawyers within the Human Rights and Civil Law Practice. The PLT student is expected to be enrolled in a PLT program at a recognised Australian university or college, be highly motivated, resourceful and have the ability to work as part of a multidisciplinary team.

### **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 staff and social workers

## **Duties**

- client work, paralegal work and administration tasks
- undertake client follow up as directed by supervising solicitor
- attend client meetings and prepare file notes
- prepare and draft legal documentation such as correspondence and court documents
- conduct research for casework, law reform and community legal education projects
- maintain a filing system for all advice and casework clients
- liaise with clients, lawyers, the courts and other external stakeholders

## **Organisational Duties**

- be aware of and comply with the centre's risk management guide, policies and procedures
- attend team meetings
- participate in strategic planning and team-building activities undertaken by the centre
- participate in professional clinical supervision

## **Selection Criteria**

1. Currently enrolled in a PLT program at an Australian university or college with a requirement to complete 75 days of work experience.
2. High level of research and written communication skills.
3. Demonstrated interpersonal and communication skills including the ability to liaise with a broad range of people in a variety of settings.
4. Commitment to maintaining confidentiality.
5. Understanding of social justice and human rights.

**Please forward your resume and cover letter addressing the selection criteria to [volunteers@caxton.org.au](mailto:volunteers@caxton.org.au) by Friday 13 September 2019 with the following subject line: [Your Surname], [Your First Name]: PLT Human Rights and Civil Law Practice Application.**