

Position Description

Legal advice line - evening

Introduction

Women's Legal Service Victoria (WLSV) is a not for profit organisation that has been providing free legal services to women for over 30 years. We specialise in issues arising from relationship breakdown and violence against women. WLSV provides free and confidential legal information, advice, referral and representation to women in Victoria in the area of family law, child protection and family violence.

WLSV initiate and participate in law reform activities, ensuring that clients' experiences are taken into account when legal policy is being developed or when changes are being made to the law.

We deliver legal education, training and professional development to a range of organisations and professional groups.

Purpose of the role

To provide advice and referrals to callers on the evening Legal Advice Line.

Gender specific role

This position is for a female. WLSV has exemption #A439 from provision of the Equal Opportunity Act 1995.

Accountability and supervision

WLSV volunteers are provided with supervision and support by the Legal Advice Line Supervisor. They are directly supervised by the Advice Line Supervisor.

Hours

6:00pm to 8:00pm one day a fortnight.

Location

Level 10, 277 William Street, Melbourne

Duties

- Providing callers with legal advice and referrals
- Making accurate and concise notes of instructions and advice provided
- Conduct accurate conflict checks

Essential skills

- Excellent knowledge of the law in relation to family violence and family law
- Ability to communicate in plain language

Requirements and commitment

Lawyers must hold a current Victorian practising certificate. There is a minimum commitment required of one day per fortnight for minimum of 12 months.

Additional information

If you require additional information, please contact our Team Administrator Amanda Prince on 8622 0600.

How to apply

Please forward your resume and covering letter to: admin@womenslegal.org.au