



Legal Assistant/Senior Legal Assistant (Family Law)

REPORTING TO Head of Practice (Family Law)

CLASSIFICATION: MEA 3-4 **POSITION BASIS:** Part-time (25 hours)

DIRECT REPORTS: Nil

1. THE ORGANISATION

The Women's Legal Centre is a specialist community legal centre. Our primary legal practice areas are family law, family violence, migration law, employment and discrimination law. Within these practice areas we also provide assistance related to domestic and family violence and early intervention Care and Protection matters, victims of crime, and sexual harassment.

The Centre includes a specialist program for Aboriginal and Torres Strait Islander women, Mulleun Mura, and delivers services through a number of Health Justice Partnerships.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates social work, cultural supports and collaborative service models to provide wrap-around support to the most vulnerable and at-risk clients. Our practising principles place women's empowerment and decision-making at the centre of our work.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to work towards deeper legal and cultural change to redress power imbalances and address violence and gender inequality.

2. POSITION SUMMARY

The Legal Assistant/Senior Legal Assistant (Family Law) is part of the Family Law Team and works under the general direction of the Head of Practice (Family Law).

Legal Assistant/Senior Legal Assistants provide legal administration and secretarial support to solicitors and staff. They are a critical liaison between clients, service users, referring agencies and the Centre, and support efficient and accurate organisational processes.

3. KEY RESPONSIBILITIES

1. *Legal secretarial support*

- 1.1 Be a point of contact for clients of the family law team, perform client intake as back up for the intake team, including dealing with enquiries from clients, referral agencies and other lawyers, making client appointments and arranging referrals to other agencies.
- 1.2 Provide high quality legal secretarial support and support the legal practice's workflow systems, including opening, maintaining, and closing client files, managing resubmissions and court documents, legal research, drafting correspondence and compiling briefs.
- 1.3 Drafting and filing documents in the Federal Circuit and Family Court of Australia.
- 1.4 Support accurate and comprehensive data collection for the Centre.



2. Organisational responsibilities

- 2.1 Participate in regular supervision and yearly performance reviews.
- 2.2 Participate in reflective practice, clinical debriefing and/or other staff wellbeing initiatives.
- 2.3 Undertake ongoing professional development in consultation with your supervisor.
- 2.4 Provide input for Centre reporting purposes and other publications as requested.
- 2.5 Ensure compliance with policies and procedures of the Centre.
- 2.6 Participate in the Centre's planning with staff and Board.
- 2.7 Attend regular staff meetings as required.
- 2.8 Other relevant duties as directed by the Head of Practice (Family Law)/ Deputy Principal Solicitor, Principal Solicitor and Family Law team.