

## Position Description

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### **Paralegal, Women's Homelessness Prevention Service**

12-month fixed term contract  
Part time, 3 days per week  
Sydney based

#### **1. The Public Interest Advocacy Centre**

The Public Interest Advocacy Centre is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

##### **Our work combines:**

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes.

We actively seek to collaborate and partner in our work to maximise its impact. Our priorities include reducing homelessness; First Nations justice; climate change and social justice; equality and non-discrimination; asylum seeker health rights; and the fair use of police powers.

#### **2. Women's Homelessness Prevention Service**

The Women's Homelessness Prevention Service (WHPS) provides specialist legal outreach services for women who are at risk of being evicted, homeless, and/or facing other barriers to accessing and maintaining safe and stable housing.

The service is delivered by a Senior Solicitor, Criminal Solicitor, Support Worker and specially trained pro bono solicitors, working as part of the Homeless Persons Legal Service (HPLS). It is guided by an advisory group of women from diverse backgrounds with lived experience of homelessness and domestic and family violence.

The service provides legal assistance in-person and by phone across a broad range of legal issues including tenancy, fines, Centrelink issues and credit/debt. Through the service's casework and input from our advisory group, we also identify opportunities to advocate for systemic responses to issues of homelessness, domestic and family violence facing women.

#### **3. Position overview**

Reporting to the Senior Solicitor WHPS the Paralegal supports the work of the Women's Homelessness Prevention Service as well as assisting with administration for the HPLS team more generally.

#### **4. Major accountabilities**

- 4.1 Record and manage client and matter information on PIAC's client database, Actionstep, to ensure records are accurate and up to date, including:
  - Opening and closing files;
  - Updating records and assisting with legal inquiries; and
  - Generating statistical and other reports.
- 4.2 Overseeing incoming and outgoing communications for WHPS, volunteers and the

- general public including assisting with client intake;
- 4.3 Managing client bookings, including liaising with WHPS in-house and pro bono lawyers, in-house case workers, host agency staff and clients to make and confirm appointments.
  - 4.4 Providing file management support, including gathering information about clients' legal matters, conflict checking, maintaining file notes, ensuring pro bono lawyers are maintaining accurate records and contributing to WHPS file archiving.
  - 4.5 Supporting pro bono lawyers to undertake work for WHPS clients, for example following up on enquiries, providing guidance/support on administrative issues, assisting with booking interpreters, and providing current policies and procedures.
  - 4.6 Assisting the WHPS Senior Solicitor to:
    - conduct file reviews and training sessions;
    - update HPLS administrative systems as required;
    - update HPLS policies and procedures and pro forma documents.
  - 4.7 Providing regular assistance with reception cover and general assistance with photocopying, mail-outs, and filing as required to contribute to the overall functioning of PIAC;

## **5. Knowledge, skills and experience**

- 5.1 Experience working in a legal practice or professional service environment;
- 5.2 Experience in the delivery of administrative support services including word processing and data entry skills;
- 5.3 Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive and confidential matters;
- 5.4 Demonstrated skills in communicating effectively and an ability to draft plain language correspondence;
- 5.5 Understanding of trauma-informed service delivery;
- 5.6 Ability to respond to changing needs of electronic document management, including the ability to develop skills in the use of Actionstep and Sharepoint;
- 5.7 Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines; and
- 5.8 Capacity to work independently with minimal direction and collaboratively in a team environment.

## **6. Conditions**

PIAC is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce.

Annual salary range: \$63,686-\$69,495 (pro rata for hours worked) commensurate with experience, plus leave loading and superannuation. This is Level 2 on PIAC's salary scale.

PIAC is a Public Benevolent Institution and is currently able to offer salary packaging options subject to PIAC's Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

PIAC's Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Public Interest Advocacy Centre Enterprise Agreement](#).

This position is a part time position, 0.6FTE, for a fixed period of 12 months, with flexible working arrangements available.

PIAC requires all employees to have up to date COVID-19 vaccination.

## **7. Applications**

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'knowledge, skills and experience').

Applications should be sent by email to [jobs@piac.asn.au](mailto:jobs@piac.asn.au)

Inquiries about the position should be addressed to:

Natalie Purcell

[jobs@piac.asn.au](mailto:jobs@piac.asn.au)