

Paralegal (Aboriginal)

JOB TITLE:	Paralegal (Aboriginal)	STATUS:	<ul style="list-style-type: none"> • Permanent • 21hrs
REPORTS TO:	Solicitor - Aboriginal Support and Principal Solicitor	UNIT:	Legal
POSITIONS REPORTING TO:	-	SCHADS CLASSIFICATION:	Grade 5 per experience
		SALARY:	\$51.57-\$53.94 ph (\$94,111 to \$98,375 (pro rata))

ORGANISATIONAL CONTEXT:

The Tenants' Union of NSW Co-op Ltd is a Community Legal Centre specialising in housing law matters. The organisation supports the work of tenancy services with advice, training and resources; acts for individual tenants in public interest litigation; and promotes the interests of tenants with government and non-government organisations and in the media.

KEY PURPOSE:

The TU's practice concentrates on contract and housing law, however, the practice also undertakes matters of consumer, anti-discrimination, administrative, environmental, local government and credit and debt law.

The Legal Centre runs public interest test cases and litigation with strategic benefit to tenants on issues of legal interest.

The Paralegal (Aboriginal) will support the work of the Solicitor – Aboriginal Support engaging with Aboriginal and Torres Strait Islander clients and communities.

The Tenants' Union of NSW considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 14 of the Anti-Discrimination Act 1977 (NSW).'

Role of the Solicitor – Aboriginal Support.

The Solicitor – Aboriginal Support has conduct of the legal practice that relates to Aboriginal and Torres Strait Islander clients. conducts litigation and provides advice, assistance and guidance to tenant advocates in the Aboriginal Tenancy Advice and Advocacy Services (the Koori Network) as well as to solicitors and other caseworkers in community legal centres and organisations throughout New South Wales in the specialist areas of housing and residential tenancy law.

Role of the Paralegal (Aboriginal)

The tasks and responsibilities of the Paralegal (Aboriginal) include:

1. LITIGATION and CASEWORK ADVICE SUPPORT

- 1.1 File Management:** The Paralegal (Aboriginal) is required to complete File Management procedures including opening and closing files, file review and archiving.
- 1.2 Client (and Witness) Liaison:** The Paralegal (Aboriginal) is required to make contact with clients, organise client conferences as well as meet with and interview clients and witnesses.
- 1.3 Support and liaison with Koori Network:** The Paralegal (Aboriginal) maintains strong relationships with the four Koori Services through regular calls, service visits and participation at the Koori Network meeting. If appropriate, the Paralegal also supports the Solicitor in understanding and knowledge of working with Aboriginal people and communities. The Aboriginal Paralegal assists in the coordination and convening of the Aboriginal Advisory Committee meetings within the TU.
- 1.4 Legal Research:** The Paralegal (Aboriginal) is required to undertake legal research. This will include locating cases and other legal precedents, identifying resources for the legal library, producing case summaries, contributing to training materials and collating answers to frequently asked questions e.g. fact sheets.
- 1.5 Drafting documents:** The Paralegal (Aboriginal) may be required to draft correspondence, costs agreements, client agreements, closing letters, pleadings and other processes, affidavits submissions and other documents that are filed in courts and tribunals. The Principal Legal Officer or the Solicitor – Aboriginal Support must settle these drafts before they are used.
- 1.6 Filing and serving documents:** The Paralegal (Aboriginal) may be required to file documents in courts and tribunals and serve them on the other parties in litigation.
- 1.7 Administrative support:** The Paralegal (Aboriginal) is required to provide the Solicitor with administrative support including (but not limited to) drafting reports, data entry, compiling a contact list, compiling resources, compiling a list of pro-bono assistance, photocopying, filing, taking notes and mail outs.

2. OTHER GENERAL TASKS:

2.1 **TU administration:** The Paralegal (Aboriginal) is required to assist in the general day-to-day administration of the centre, participating in fortnightly staff and case meetings during which decisions about allocating the TU's resources are made.

2.2 **Policy and Law Reform:** The Paralegal (Aboriginal) is required to participate in policy work and undertaking research and preparation of policy documents on housing law issues and updating relevant legal manuals.

2.3 **Tenants' Union Advice Line:** The Paralegal (Aboriginal) may be required to participate in service delivery of the Advice line.

2.4 **Community liaison:** The Paralegal (Aboriginal) is required to participate in maintaining and extending links between the Legal Centre and other local community organisations and the public generally.

SELECTION CRITERIA:

Essential:

1. Strong legal research skills
2. Effective written and verbal communication skills
3. Familiarity with NSW legal practice and processes
4. Ability to create and maintain interpersonal relationships with colleagues and clients
5. Commitment to providing an accessible legal service to Aboriginal and Torres Strait Islander clients
6. Functional modern computer literacy
7. Commitment to social justice

Desirable:

1. Knowledge of Aboriginal housing providers
2. Knowledge of tenancy law particularly the *Residential Tenancies Act 2010 (NSW)*
3. Experience in a community legal centre or relevant community organisation