

## **2 x Practical Legal Traineeship Placements - Westjustice**

Westjustice is currently looking for 2 Practical Legal Trainees (PLT) to work 2 days per week assisting our Family Violence and Family Law Team. The placement is for a minimum of 20 days over 10 weeks (2 set days a week).

### **About Westjustice**

**Westjustice** are a leading community legal centre providing free services to people who are vulnerable and disadvantaged. From our offices in Sunshine and Werribee and through our outreach services we provide advice on a broad range of issues including employment, discrimination, consumer disputes, tenancy, credit and debt, family disputes, family violence, criminal law and more.

**Westjustice** believe in a just and fair society where the law and its processes do not discriminate against vulnerable people. We provide free legal education, undertake law reform activities and work in partnership with their local communities to deliver projects that improve access to justice.

**Westjustice's** purpose is to service the legal needs in the West in a way that addresses the systemic nature of disadvantage.

### **The Practical Legal Training (PLT) Program at Westjustice**

PLTs provide a vital contribution to our work and the functioning of our team. Successful applicants will gain valuable and practical experience and training working under the supervision of experienced lawyers within the **Family Law and Family Violence Program**.

Family violence is serious community concern that disproportionately affects women, gender diverse people and children. Our vision is for our clients to feel safe and secure.

We do this by representing clients in family violence intervention order proceedings in the Sunshine and Werribee Magistrates Courts, family law (parenting, property division disputes and divorce), criminal proceedings where they have been misidentified as the primary perpetrator and providing early intervention legal advice to clients being investigated by Child Protection.

If successful, you will gain relevant legal experience working with a high performing supportive team delivering legal services in family law, family violence, criminal law and child protection with an early intervention focus.

### **Key Responsibilities/Expectations**

- Triaging and preparing Court matters under guidance of the duty lawyer
- Coordinating court lists and communicating with external key stakeholders across multiple digital platforms under guidance of the duty lawyer
- Conducting intake (basic instructions) with clients, many of whom are from culturally and linguistically diverse backgrounds
- Collating and analysing court documents
- File management tasks
- Preparing and sending correspondence with guidance of a lawyer
- Data entry
- Legal research, analysis and problem solving to assist lawyers with their case work

### **Key Selection Criteria:**

- A degree in law
- Be currently completing your Graduate Diploma of Legal Practice (through Leo Cussen or an equivalent institution).
- Ability to undertake a minimum of 20 days (2 set days per week) of practical legal training at Westjustice over 10 weeks
- Ability to work from our office located in Sunshine
- Ability to attend Court in person at either the Sunshine Magistrates' Court or Werribee Magistrates' Court
- Excellent IT skills, including use of real time portals, Sharepoint, Actionstep (or case management systems), Teams, Microsoft Office, Outlook
- Strong commitment to social justice, including a demonstrated understanding of the social context of law, family violence and the issues faced by vulnerable communities and the ability to contribute to Westjustice's systemic impact work
- Ability to listen to and engage with vulnerable or disadvantaged clients
- Demonstrated ability to work effectively with a range of internal and external stakeholders
- High level personal skills, including resilience and the ability to communicate and consult effectively
- Excellent problem-solving skills with a can-do attitude when offering solutions
- Excellent attention to detail and a friendly demeanour
- Excellent written and oral communication skills
- Confident, strong initiative, compassionate, with an interest in community legal work
- Thrives in a busy and unpredictable Court environment

**\*Please note that PLT positions are unpaid\***

**We are seeking 2 x PLTs to commence in August 2024 and October 2024 for 10 weeks**

We offer a robust structured training program and a Certificate of Completion is awarded upon completion of the 10-week program.

**How to Apply:**

To apply, please email a cover letter that addresses the key selection criteria (maximum 2 pages) and your CV to [sarah@westjustice.org.au](mailto:sarah@westjustice.org.au) addressed to **Sarah Breen**. Please also indicate the relevant placement intake period that you are available for. Please use the subject line: PLT [your name] application. Feel free to email us any questions you may have via the above email address.

*The successful applicant will require a current Working with Children's Check and Police Check. People with lived experience of the justice system are encouraged to apply. A police check result does not automatically disqualify an application which in each case will be individually assessed for the relevant role. Applicants must also have the right to work in Australia. If you require any adjustments throughout the application or recruitment process please contact [recruitment@westjustice.org.au](mailto:recruitment@westjustice.org.au)*

*Westjustice is committed to building a diverse workforce. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people living with disability, people from diverse cultural and linguistic backgrounds, mature age workers and LGBTIQ+ identifying people.*