

Homeless Law & Seniors Law

PLT position description

This document outlines the type of work you can expect from a PLT Placement in Homeless Law and Seniors Law at Justice Connect. PLT students receive on-the-job legal training and supervision, providing valuable experience to set you up for your legal career.

About Homeless Law and Seniors Law

Homeless Law and Seniors Law are two dynamic legal teams at Justice Connect delivering access to justice through pro bono. Homeless Law provides legal assistance to people who are homeless or at risk of homelessness, specialising in tenancy, infringements, guardianship and administration law and credit and debt. Seniors Law is a legal service for older Victorians, specialising in elder abuse and other legal issues associated with ageing.

What you can expect from your PLT placement

As a PLT with us, you will develop practical and procedural legal experience and skills across practice areas relating to Homeless Law and Seniors Law, including fines and infringements, tenancy, credit and debt, guardianship and administration and elder abuse. You will have the opportunity to participate in:

- the intake of new telephone enquiries;
- taking instructions and communicating with clients;
- assessing matters for clinic appointments and drafting letters;
- file management: inputting and maintaining accurate client information and communications;
- delivering supervised legal information to clients;
- supporting the work of the lawyers (internal and secondees lawyers) including communicating with lawyers, case workers and the courts/tribunals, and drafting correspondence and referral memoranda;
- legal research, analysis and problem solving; and
- team meetings.

Key areas of exposure from a PLT placement with Homeless Law and Seniors Law includes:

Intake

PLTs are the central access point to our services. PLTs are at the frontline of client intake, taking detailed instructions from clients, providing supervised legal information, booking appointments and making referrals where appropriate.

Legal research

PLTs contribute to legal research, problem solving and analysis relating to inquiries and our advocacy work.

Law reform and advocacy

Homeless Law and Seniors Law undertake a range of law reform and advocacy work on policy issues impacting on our clients.

Communication

PLTs support the work of the Homeless Law and Seniors Law lawyers through communication with caseworkers, courts/tribunals, lawyers and other stakeholders, as well as drafting correspondence and referral memoranda.

Training

Homeless Law and Seniors Law conduct legal training seminars to our pro bono lawyers.

PLT students help prepare for these sessions and are welcome to attend.

Where possible, PLTs are able to participate in this work through research and drafting.

