

## Practical Legal Training placement at Justice Connect – Melbourne office

Our Melbourne office is currently recruiting PLT students to work with our Homeless Law & Seniors Law Service. PLT students receive on-the-job legal training and supervision, providing valuable experience to set you up for your legal career. The Homeless Law & Seniors Law Service is client focused, as a PLT you will take part in improving the lives of some of our most disadvantaged community members.

**We are recruiting for PLT students in 2019 on an ongoing basis. Starting dates will vary.**

### 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.

Through the PLT placement, you will have the opportunity to participate in:

- 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 secondee lawyers) by communicating with lawyers, case workers and court and tribunal staff, and drafting correspondence and referral memoranda;
- legal research, analysis and problem solving; and
- team meetings.

Applications will be assessed on relevant skills and experience as well as a demonstrated interest in and commitment to not-for-profit organisations and the community sector.

Aboriginal and Torres Strait Islander people are highly encouraged to apply.

The Justice Connect Melbourne office is located in the Melbourne CBD. This is an unpaid position.

You must:

- Be enrolled in, or have completed College of Law, or its equivalent at a participating university;
- Be able to work at least 3 days a week; and
- Undertake a minimum of 50 days of practical legal training at Justice Connect.

**Applications will be reviewed on a rolling basis and the positions will be open until filled.**

### How to Apply:

Applications should comprise of a single Word or PDF document including; a cover letter and CV.

Please ensure your cover letter includes: your available start date, your preferred days, how many days placement you can commit to and the details of your GDLP provider.

Applications should be emailed to [plt.recruitment@justiceconnect.org.au](mailto:plt.recruitment@justiceconnect.org.au) as a single Word or PDF file including "PLT Application – Homeless Law & Seniors Law" in the email subject line.