

Practical Legal Training placement at Justice Connect – Melbourne office

Our Melbourne office is currently recruiting Practical Legal Trainee (PLT) students to work with our Homeless 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 Service is client-focused. As a PLT you will take part in improving the lives of some of our most disadvantaged community members while working at one of Australia's most successful public interest and social justice organisations.

We are currently seeking PLT students. Please apply as soon as possible as applications will be reviewed on a rolling basis until positions are filled.

About Homeless Law

Homeless Law is a dynamic legal team 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, and credit and debt. Homeless Law also has a criminal law service for existing clients.

Though the PLT placement, you may have the opportunity to participate in:

- intake of new telephone enquiries;
- taking instructions and communicating with clients;
- assessing matters for clinic appointments, drafting letters and drafting memos for appointments;
- involvement in some client appointments;
- 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;
- contributing to Homeless Law's law reform, advocacy or project work; and
- learning how to effectively manage data and use Homeless Law's case management platform, Microsoft Dynamics;
- shadowing Homeless Law lawyers at Magistrates court and VCAT hearings (remotely during COVID-19).

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.

We know our team and our organisation is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly 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 a Practical Legal Training program at the College of Law, or its equivalent at a participating university;
- Be able to work at least 3 days a week in the Justice Connect Melbourne office (the placement will not be conducted remotely); and
- Undertake between 50 - 75 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 <mailto:plt.recruitment@justiceconnect.org.au> as a single Word or PDF file including "PLT Application – Homeless Law" in the email subject line.