

Homeless Law PLT POSITION DESCRIPTION

This document outlines the type of work you can expect from a volunteer PLT Placement with the Homeless Law team at Justice Connect. PLT students receive on the job legal training and supervision.

1. 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 program for existing clients. You can read more about [Homeless Law here](#).

2. What to expect from your placement with Homeless Law

As a PLT with us, you will develop practical and procedural legal experience and skills across practice areas relating to Homeless Law. You will have the opportunity to participate in:

- the intake of new telephone and online enquiries;
- taking instructions and communicating with clients;
- assessing matters for clinic appointments, drafting letters and drafting memos for appointments;
- attending and observing 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) including communicating with lawyers, case workers and the courts/tribunals, 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 VCAT and Magistrates Court hearings (remotely during COVID-19)

3. COVID-19 restrictions

Throughout your placement, you will be required to attend the Justice Connect Melbourne office on your rostered days and to comply with the Justice Connect COVID-19 safe plan.

The PLT program may be temporarily placed on hold if our capacity to work from the office is restricted by changes to the Victorian government COVID-19 restrictions. Any lockdowns of significant length may prevent you from completing your PLT placement with Homeless Law.

4. Key areas of exposure

Key areas of exposure from a PLT placement with Homeless Law include:

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| <p>Intake</p> <p>PLTs are the central access point to our service. PLTs are at the frontline of client intake, taking detailed instructions from clients, providing supervised legal information, booking appointments and making referrals where appropriate.</p> | <p>Legal research</p> <p>PLTs contribute to legal research, problem solving and analysis relating to inquiries and our advocacy work.</p> | <p>Law reform and advocacy</p> <p>Homeless Law and undertakes a range of law reform and advocacy work on policy issues impacting on our clients.</p> |
| <p>Communication</p> <p>PLTs support the work of the Homeless Law lawyers through communication with caseworkers, courts/tribunals, lawyers and other stakeholders, as well as drafting correspondence and referral memoranda.</p> | <p>Training</p> <p>PLTs are invited to training sessions presented by Homeless Law staff and other organisations on a variety of topics.</p> | <p>Where possible, PLTs are able to participate in this work.</p> |

5. Our commitment to diversity

At Justice Connect, all team members are committed to making our workplace a more inclusive, diverse and healthy place for each other and strive to address power imbalances, privilege and social inequality within the workplace.