



Lawyer

6-month contract with possibility of extension

Youth Legal Service

We are looking for an experienced Lawyer to join our team at Youth Legal Service in Perth. As a Lawyer, you will be working closely with our Principal Solicitor to deliver professional, high quality legal advice, and representation to young people up to the age of 25 years.

You will have a commitment to social justice and working with vulnerable individuals who often experience disadvantage.

Key Responsibilities:

- Providing legal advice, assistance, and representation to young people who require the assistance of Youth Legal Service.
- Must be prepared to appear in both the Children's and Magistrates Courts on criminal matters and restraining orders, also do one off legal advice and tasks in both civil and criminal law matters, present at law education workshops for young people, have the conduct of criminal injuries compensation files and other civil casework.
- Work with the Principal Solicitor to ensure that all legal work undertaken by Youth Legal Service Inc., complies with the requirements of the Legal Profession Act 2015, Legal Profession Conduct Rules WA 2010, Professional Indemnity Insurance requirements and Youth Legal Service's policies and practice standards.
- Assist in the delivery of community legal education workshops.
- Contribute to the collaborative relationship between Legal Aid WA, Community Legal Centres WA, and other community organisations with whom Youth Legal Service interacts.
- Maintain effective file and diary management systems, administrative systems and procedures and quality assurance procedures as well as maintain statistics and other records required by funding bodies as required by the policies and procedures of Youth Legal Service.



About the Youth Legal Service

Youth Legal Service is a not-for-profit organisation providing free legal services to children and young people across Western Australia. Youth Legal Service is accredited by the Community Legal Centres Australia under the National Accreditation Scheme.

Our Vision: Justice for children and young people

Our Mission: Promoting access to justice for children and young people through representation, education, support, and advocacy.

Selection Criteria

- Hold a legal practice certificate in Western Australia.
- Some experience in legal service delivery including representation, casework and providing legal advice.
- Demonstrated well-developed interpersonal skills including the ability to communicate effectively with young people who are dealing with a broad range of social and legal issues.
- Experience in working collaboratively within a small team environment.
- Demonstrated organisational skills including file and time management.
- National Police Clearance and Working with Children Check.
- Proficiency in the use of MS Office and SharePoint.
- Current Driver's License

Position Details

Reporting To: Principal Solicitor

Direct Reports: Nil

Location: Perth, WA

Hours: Full Time, 37.5 hours per week, (part-time considered)

Contract: 6 months with possibility of extension

Salary: \$88,829 - \$95,712pa (depending on experience) plus super



Award: Social and Community Services (WA) Interim Award 2011

Application Process

- submit a cover page (no more than 2 pages) addressing the selection criteria.
- submit a resume including your contact details, education, previous work, and volunteer experience, and the names of at least two current referees.

Please submit attachments in PDF format.

The closing date is Sunday, 19th March 2023 at 11.59pm.

To view the Candidate Application Pack, please visit our recruitment partners, Talenting website: <https://www.talenting.com.au/careers/>.

Youth Legal Service values a diverse workforce with different life experiences, skills, and backgrounds including people with disability, Aboriginal and Torres Strait Islander people, LGBTQIA+, and people from all cultural and linguistic backgrounds. Don't hesitate to reach out if you need a hand with your application.

Have more questions? Contact Tara Roopra (our HR partner) on [08 6219 7102](tel:0862197102) or via email at recruitment@talenting.com.au who will be happy to assist you.