



# Pilbara Community Legal Service Inc.

<b>Position Title</b>	<b>Paralegal</b>
<b>Team</b>	<b>Legal, Reporting to the Principal Solicitor</b>
<b>Type</b>	<b>Full Time</b>
<b>Location</b>	<b>South Hedland</b>

Are you passionate about community service and improving the lives of people living in the Pilbara? Come and join us!

## About Us

Pilbara Community Legal Service Inc. (PCLS) is a non-profit, government-funded, community organisation that provides free, accessible, equitable, responsible, and culturally appropriate advice, support, and advocacy to the people of the Pilbara.

We offer a range of services including:

- **Legal Services**
- Financial Counselling
- Tenant Advice and Education Service
- Housing Support
- Domestic Violence Advocacy & Support
- Domestic Violence Outreach / Keeping Women Safe Program
- Redress Support
- Community Migrant Service

We are a well-established and highly valued part of the Pilbara social infrastructure and have regional offices in Karratha, Roebourne, South Hedland, and Newman.

## About the Opportunity

The Paralegal position is responsible for providing support to the legal team and other service delivery workers as required. Reporting to the Principal Solicitor, this position assists with the provision of quality legal services to clients, including legal advice and casework preparation, provision of legal information and referral services, and preparation of research, written documents and correspondence.

If you are interested in working with us, we encourage you to contact **Mark Jeffreys (Principal Solicitor)** on **08 9185 5899** to discuss the opportunity further.

## Benefits

- Attractive salary (commensurate with skills and experience)
- Annual leave (5 weeks)
- Access to not-for-profit salary packaging

**Karratha Office**  
PO Box 132  
Karratha WA 6714  
Phone: 08 9185 5899

South Hedland Office  
PO Box 2506  
South Hedland WA 6722  
Phone: 08 9140 1613

Roebourne Office  
PO Box 269  
Roebourne WA 6718  
Phone: 08 6149 2031

Newman Office  
PO Box 1  
Newman WA 6753  
Phone: 9175 0148

**Note: Please respond to the Karratha Office**



# Pilbara Community Legal Service Inc.

## About You

### Essential Criteria:

1. Relevant experience in a legal firm or community legal organisation.
2. A strong commitment to social justice and access to justice issues.
3. High quality legal research and written communications skills.
4. Excellent time management skills.
5. Current Australian driver's license.
6. National Police Clearance.

### Desirable Criteria:

1. Relevant qualification in legal studies, administration, or similar, or progress towards.
2. The ability to interact sensitively and effectively with a broad range of stakeholders including Aboriginal and CALD clients.
3. A socio-historical understanding of Aboriginal cultures and an understanding of issues facing Aboriginal people, and people from culturally diverse backgrounds.
4. Experience or interest in civil and family law
5. Previous involvement in the Community Legal Sector and knowledge of the CLASS database.

## How to Apply

Please apply through SEEK.

Please click on the "Quick apply" button and attach your detailed resume and cover letter addressing the selection criteria.

**Applications close 4:00pm on Tuesday, 28 March 2023.**

*Please note that the advertisement may close earlier if a potential suitable candidate is found.*

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