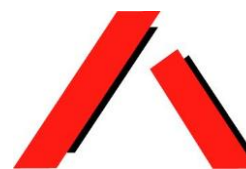


Position Title	Volunteer Solicitor
Location	Queensland Advocacy Inc. Level 2, 43 Peel Street, South Brisbane, Meanjin Qld 4101
Full Time/Part Time	Part Time - Minimum 6-month commitment
Position Reports to	Volunteer Coordinator



**Queensland Advocacy
Incorporated**

Advocacy for people with disability.

Level 2, 43 Peel Street
PO Box 3384
South Brisbane QLD 4101

T (07) 3844 4200

F (07) 3844 4220

E qai@qai.org.au

ABN 97 527 905 201

1. Queensland Advocacy Incorporated Values

A Volunteer Solicitor will have a commitment to Queensland Advocacy Inc (QAI) to promote and implement the values and philosophies of the organisation when conducting activities and actions related to their position.

2. Organisational Context

QAI is an independent, community-based advocacy organisation for people with disability. QAI's mission is to promote, protect and defend, through advocacy, the fundamental needs, rights and lives of the most vulnerable people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

- taking positive, ethical action,
- being on the side of people with disability,
- being understanding of their position and vulnerability,
- being independent with minimised conflicts of interest,
- focussing on fundamental needs, welfare and interests,
- doing advocacy with vigour and a sense of urgency,
- remaining loyal and accountable over time.

People involved with QAI therefore believe that people with disability:

- are as valuable as any other human beings, regardless of what they can or cannot do,
- need to live well and have the same opportunities in life as other people,
- are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities,
- should not be segregated, congregated or isolated on the basis of disability.

3. Position Statement

The Volunteer Solicitor staffs legal advice sessions that provide referral, information, advice and representation services to people with disability experiencing disadvantage. All volunteers are provided with training in the practices and policies of QAI and are covered by the centre's Professional Indemnity Insurance Policy when volunteering at QAI.

Key Position Responsibilities and Accountabilities:

- Provide confidential free legal services to clients within areas of knowledge and/or expertise via various means (in person, telephone, email, mail, video conference etc).
- Provide clients with relevant information, referrals and materials during the advice session.
- Communicate legal advice and information to clients in a way that is user friendly and clear
- Complete adequate file notes, outlining the client instructions, advice given, referrals and legal information provided, in accordance with the requirements of the National Association of Community Legal Centre's Risk Management Guide and QAI's policies and procedures.
- Advise clients about all applicable limitation dates.
- Use the list of solicitors provided by QAI for referral purposes and do not refer clients to yourself or your firm. Consult the volunteer coordinator prior to offering clients pro bono assistance outside the advice session.
- With permission from the client, accommodate student and graduate observers when giving advice.
- Work with colleagues rostered on the same shift to ensure all clients scheduled for the session receive advice.
- Inform the volunteer coordinator prior to your rostered shift if you are unable to attend.
- Disclose any potential conflicts of interest when they occur and refrain from advising clients to whom potential conflicts apply.
- Perform various tasks including maintaining client databases (CLASS), QAI's electronic filing systems, Microsoft 365 and its integrated applications, if required.

4. Requirements of the Position

Values, skills and knowledge:

- Strong commitment to human rights, social justice and diversity.
- Excellent interpersonal & verbal communication skills including the ability to communicate sensitively with clients and people from diverse backgrounds.
- Excellent written skills, including ability to convey information in simple, plain English.
- Required to hold a current Practising Certificate or obtain a Volunteer Practising Certificate and provide a copy to QAI.
- Complete a Volunteer Details form and Volunteer Agreement prior to a beginning your volunteering.