

Volunteer Legal Staff Job Description

1. About the Australian Centre for Disability Law

1.1 Our Identity

The Australian Centre for Disability Law (“the ACDL”) is a specialist community legal centre. It was established in 1994 to assist people with disability and their associates with disability discrimination matters.

ACDL is managed by a Management Committee, of which a majority are people with disability. ACDL also employs staff and volunteers with disability.

1.2 Our vision

A society which values diversity and the promotion and protection of the human and legal rights of people with disability and their associates.

1.3 Our mission

To promote and protect the human and legal rights of people with disability and their associates through strategic legal advocacy.

1.4 Our Activities

ACDL provides or undertakes the following activities:

- Advice to people with disability and their associates on matters of disability discrimination;
- Assist people with disability and their associates to make complaints of disability discrimination;
- Undertake limited strategic casework and legal advocacy for people with disability and their associates under disability discrimination law;
- Publish information dealing with discrimination issues affecting people with disability and their associates;
- Initiate or contribute to law reform activities in relation to discrimination issues affecting people with disability and their associates;
- Undertake legal policy analysis in relation to discrimination issues affecting people with disability and their associates; and
- Community legal education on using disability discrimination laws.

1.5 Volunteer legal staff – Context

The volunteer legal staff are responsible for assisting the ACDL staff in the management of the Centre and its legal practice. Duties include providing legal advice and referral; strategic casework; legal and community education; legal policy analysis and advice.

2. Job Description – Volunteer legal staff

Position: Volunteer legal staff

Location: Redfern

Responsible to: Principal Solicitor

Position Purpose: To assist the Principal Solicitor and/or staff Solicitor over at least 2 days per week, in providing high quality legal advice, referral, advocacy and policy analysis in relation to disability discrimination law.

Duties:

1. Assist in providing high quality legal advice regarding disability discrimination law to people with disability and their associates;
2. Assist in providing high quality general and structural referrals for people with disability and their associates seeking legal assistance in relation to disability discrimination;
3. Assist with limited casework and legal advocacy for people with disability and their associates under disability discrimination law, according to the centre's policy and priorities for casework assistance. This will include:
 - (a) Drafting complaints alleging disability discrimination;
 - (b) Participation in conciliations;
 - (c) Filing complaints with relevant Courts and Tribunals;
 - (d) Legal and other research and preparation for hearings;
 - (e) Undertaking litigation directly and/or instructing counsel in litigation.
4. Contribute to publications dealing with discrimination issues affecting people with disability and their associates;
5. Contribute to law reform activities in relation to discrimination issues affecting people with disability and their associates;
6. Participate in internal management and staff meetings, professional development and organisational development and planning activities.