

## **Volunteer PLT Placement (unpaid) Job Description**

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

Our mission is to promote and protect the human and legal rights of people with disability and their associates through strategic legal advocacy and advice.

We are currently recruiting for a small number of unpaid volunteer positions to commence in May 2022. These would suit law students in their final years, students seeking to complete their Practical Legal Training component, or solicitors seeking to volunteer.

### **Commitment**

At least 2 days per week for a minimum of 6 months, with a preference for Monday/Wednesday/Thursday. The role will include a combination of remote work as well as face to face in an office environment.

### **Duties include:**

- Answering the phone and taking instructions from new clients;
- Providing referrals for people with disability and their associates;
- Assisting with advices and associated administration, including database entry;
- Casework support, which can include:
  - drafting and filing disability discrimination complaints with relevant Courts and Tribunals;
  - legal research;
  - file management;
  - general assistance and preparation for conciliations, mediations and/or hearings.
- Research and involvement in law reform submissions and community legal education.

An interest, or experience, in social justice and human rights issues and/or experience in other community legal centres will be highly regarded.

### **How to Apply:**

Please submit a resume and covering letter via email to [recruitment@disabilitylaw.org.au](mailto:recruitment@disabilitylaw.org.au)

Applications close 28 April 2022, and interviews will be held via Zoom in the first week of May 2022.

People with disability and their associates, people from an Aboriginal or Torres Strait background or a culturally and linguistically diverse background are encouraged to apply.

Note: All positions are unpaid.