



## Position Description

---

**JOB TITLE:** Intake Solicitor

**JOB TYPE:** Full-time/Permanent

**CLASSIFICATION:** Level 4, Welfare Rights Centre Ltd Enterprise Agreement 2008

**REPORTS TO:** Principal Solicitor

### **PURPOSE OF THE POSITION:**

The Intake Solicitor's primary role is to implement the Centre's client intake systems, triage and advise clients of their social security rights and obligations, and coordinate intake volunteers.

### **MAIN DUTIES/RESPONSIBILITIES:**

The duties and responsibilities of the Intake Solicitor are as follows:

1. Implement the Centre's client intake systems, including triaging clients and supervising volunteers during intake.
2. Intake volunteer coordination, including recruitment, engagement, induction, training, rostering and supervision.
3. Provide referrals, information and advice to clients on their social security rights and obligations.
4. Attend and contribute to casework meetings.
5. Act up as solicitor as required from time to time.
6. Work collaboratively with colleagues to deliver a positive experience for clients.
7. Comply with organisational policies and procedures.
8. Fulfill personal obligations for workplace health and safety.
9. Participate in performance development activities such as training and performance reviews.
10. Participate in organisational planning initiatives.
11. Work in alignment with the ethos and values of the Centre.
12. Undertake other duties within the scope of this role as required.

## **QUALIFICATIONS & EXPERIENCE:**

The intake Solicitor must have the following qualifications and experience:

- Eligible to hold a Practising Certificate in NSW, within three months of commencing in the role; and
- At least six months experience working or volunteering within the community legal sector, Centrelink or community organisation servicing socially and economically disadvantaged people.

## **SELECTION CRITERIA:**

1. Eligible to hold a Practising Certificate in NSW within three months of commencing in the role.
2. At least six months experience working or volunteering within the community legal sector, Centrelink or community organisation servicing socially and economically disadvantaged people.
3. Ability to learn, apply and monitor the Welfare Rights Centre's intake system.
4. Ability to coordinate intake volunteers, including recruitment, engagement, induction, training, rostering and supervision.
5. Ability to acquire knowledge relating to Centrelink and employment services, social security and family assistance law and policy, Parental Leave and ABSTUDY payment.
6. Ability to provide referrals, information and advice to a diverse range of clients and take succinct notes of client interactions.
7. Ability to respond to complex client needs and challenging client interactions.
8. Good organisation skills and ability to manage competing deadlines.
9. Ability to work independently and as part of a team.
10. Demonstrated commitment to achieving social justice.