**Position Title: Administrative Assistant**

**Reports to: Administrator/Various**

**Date: September 2021**

LawRight’s Community & Health Justice Partnerships (CHJP) increases access to justice for vulnerable people where on-site pro bono lawyers collaborate with the front-line staff to better resolve the complex, intersecting problems of clients including refugees, women experiencing domestic violence and people experiencing mental illness or homelessness.

LawRight’s Mental Health Review Tribunal (MHRT) provides advice and assistance to people experiencing mental illness or impacted by mental health laws.

We are seeking an Administrative Assistant to support the operation of both these services as well as the LawRight Head Office providing general administrative and other support as required.

**DUTIES AND RESPONSIBILITIES** include the following:

1. Assist with incoming telephone calls, emails and correspondence;
2. File management including opening and closing files, physical and electronic filing, maintaining client database and casework spreadsheets, archiving and statistical reports;
3. Maintain service processes, resources, databases and online platforms to support staff, volunteer lawyers and clients;
4. Manage client intake;
5. Develop and implement improvements to processes and resources;
6. Provide support to the Administrator and service staff and volunteers as needed;
7. Assist with the organisation of events and training; and
8. Participate in general activities of LawRight.

# EXPERIENCE, SKILLS AND ABILITIES

To perform this role successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, skills, and abilities necessary.

* Strong and developed administrative experience, ideally in the community and/or legal sector;
* Highly developed organizational skills;
* Excellent oral and written communication;
* Attention to detail;
* Experience with CLASS recommended;
* Self-motivated, with an ability to act independently with initiative;
* Understanding of issues faced by people experiencing disadvantage and demonstrated commitment to access to justice for vulnerable members of society.

Must have previous admin experience (preferably 2+ years).

The position is for an initial fixed term until 30 June 2025. Continuation beyond this date is subject to LawRight funding and resources.

**OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES** include the following:

1. Working in a healthy and safe manner;
2. Encouraging others to work in a healthy and safe manner;
3. Discouraging others from working in an unsafe manner;
4. Co-operating with, supporting, and promoting occupational health and safety in the workplace; and
5. Reporting or rectifying all potential and actual workplace hazards, injuries, incidents, and health concerns that come to your attention.

# ENVIRONMENTAL IMPACT RESPONSIBILITY

Ensure the environmental impact LawRight has is minimised where possible and use LawRight resources effectively to achieve this.

**LAWRIGHT’S COMMITMENT TO FIRST NATIONS PEOPLES**

LawRight acknowledges the Traditional Custodians of the Land and Waters throughout Australia and pays our respect to Elders past, present and emerging. We benefit from the gifts of First Nations peoples, acknowledge the historical and ongoing injustices they bear and support their call for power over their destiny.

As a mainstream organisation, LawRight is committed to the self-determination and empowerment of First Nations peoples in accordance with The Uluru Statement, and for this to be reflected in the service design and operation of all our services.

LawRight is committed to developing a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for all our staff positions.