



Volunteer Opportunity

Position:	Bicultural Worker Internship (Volunteer) Fixed Term Part Time Ending 30 th June 2025
Hours and days of work:	9am – 5.06pm with ½ hour lunch break (7.6 hours per day) Monday – Friday 2 Days per week
Location:	13A Wingate Avenue, Ascot Vale 3032
FTE:	0.4
Classification:	Volunteer + Paid PLT training costs and Bursary
Reports to:	Bicultural Lead + Principal Lawyer
Date Approved:	July 2024

History

The Moonee Valley Legal Service Inc (MVLS) is a not-for-profit organisation which commenced operation in 1985 (previously known as Essendon Community Legal Centre). The centre is a not-for-profit community service managed by a volunteer Board of Management. The MVLS is funded primarily by the Commonwealth and State Governments through the CLSP Program. MVLS provides free legal advice, assistance and referrals to people who live, work or study within the City of Moonee Valley catchment, as well as free community legal education to organisations, services and the wider community.

Our Vision

Equity and justice for all.

Our Purpose

- Provide free, accessible, holistic wrap-around legal and support services in our community to enhance wellbeing, fairness, equity and justice
- Empower our clients to improve their legal outcomes.
- Connect people to and promote understanding of the law.
- Drive positive change to address injustice and inequality in systems and laws

Our community

MVLS is co-located with Wingate Avenue Community Centre in the Ascot Vale public Housing estate. Our catchment services the Flemington public housing estate and has partnerships with several other residential facilities.

We work closely with multifaith and multicultural communities to deliver programming that is culturally safe and relevant.

Between 2021 and 2023, Moonee Valley Legal Service supported a diverse group of clients. Key characteristics of our clients during this time were:

- 90% of clients face financial disadvantage.
- 63% of clients are culturally and linguistically diverse (CALD), including in total speaking more than 68 languages other than English at home.
- 62% of clients were born overseas.
- 39% of clients living in public housing.
- 28% of clients indicated they have a form of disability.
- 25% of clients indicated they were at risk of or experiencing family violence.
- 17% of clients indicated that they were at risk or were experiencing homelessness.
- 10% of clients were under 25 or over 65 years of age.

Role Objective

MVLS exists to provide the community with high quality free legal services, and social support. The service is made up of lawyers, social workers and a community development worker.

The bi-cultural worker internship program will provide people who live on or are connected to the public housing estates in the City of Moonee Valley, with a training opportunity in the Community Legal sector. The year-long program will give you the chance to work closely with lawyers, social workers and community development workers to support local people with their issues. The program will allow you to complete legal work with our lawyer and deliver legal community projects. In your time with MVLS you will also be expected to deliver community legal projects with the community development team.

The program will go for a year, and you will:

- Assist lawyers and paralegals in managing enquiries from clients such as obtaining detailed instructions, information about legal proceedings and carrying out administrative tasks as required;
- Provide casework support to lawyers as required, including drafting legal documents and letters, corresponding with clients, and making referrals;
- Support social workers and social work students with clients;
- Participate in community legal education projects, law reform and other projects as required.
- Sit in, observe and take notes during client appointments with lawyers and social workers;
- Draft letters and memorandums;

- Reviewing and organising client documents and preparing chronologies to inform briefs and advice;
- Contact clients to schedule and confirm appointments;
- Support and shadow the paralegals, lawyers and manager;
- Input and maintain accurate client information and communications
- Assist in the development and preparation of legal education resources as required;
- Participate in team meetings and be part of our team

To support you in your internship Moonee Valley Legal Service will pay the costs of your Practical Legal Training (PLT) and provide a small bursary.

What we are looking for:

- You have completed your law degree and be ready to commence your PLT.
- Have lived experience or a connection to public housing in Flemington, Ascot Vale or North Melbourne.
- Shared lived experience; an understanding of culture, tradition, values and experiences of multicultural and multifaith communities.
- Demonstrate an understanding of general community strengths, challenges, interests and needs.