



## Legal Secretary / Receptionist

### About Midlas

The Midland Information Debt and Legal Advocacy Service (Midlas) Inc. is a not-for-profit community organisation, with Public Benevolent Institution, and Deductible Gift Recipient status (this means we are a registered charity and any donation to us over \$2 is tax deductible). We are also accredited as a community legal centre with the National Association of Community Legal Centres.

Midlas offers holistic, wrap-around support for eligible clients, including disability advocacy, financial counselling and well-being, tenant advocacy, legal services, and community engagement initiatives.

### Our Vision

Social justice and equity through access to rights and opportunity.

### Our Purpose

Providing advocacy, education, information and advice that empowers people to thrive.

### Our Values

Collaboration  
Inclusion  
Compassion  
Excellence

## About the Position

We are seeking several Legal Secretaries/Receptionists to play a vital role in supporting the legal team.

These full-time roles are perfect for individuals with legal secretary, assistant, law clerk or paralegal experience. In this role, you'll prepare legal documents and correspond with the legal team. You'll also help vulnerable people get the services they need by triaging referrals/requests and arranging appointments. Communication is key in this job, both inside and outside the organisation, aiming to create a friendly and supportive atmosphere. The ideal candidate can handle multiple tasks at once, manage their time well, and work with honesty and professionalism, ensuring sensitive information is kept confidential.

## Key Responsibilities

Key aspects of the role include but isn't limited to:

### Stakeholder Engagement

- Engage with clients in a professional and confidential manner.
- Interact and liaise with relevant referral partners providing information and support to clients.

### Internal Processes

- Triage in-coming legal and service referrals and enquiries.
- Identify, prioritise, and action client referrals, enquiries and support needs.
- Providing accessible and responsive intake services that ensure clients are able to engage effectively with services.
- Ensure clients have provided available documents prior to initial appointments.
- Manage bring-up system for files and ensure they are brought to the staff attention and updated.
- Prepare document/information for referrals.
- Obtain relevant documents in support, send referrals to stakeholders with the necessary documentation and follow up on referrals.
- Build relationships with the relevant staff in external organisations, for example, Courts, Legal Aid, other legal practices, and service providers.
- Front of House/Reception relief including answering telephone and greeting clients attending the office.
- Perform all aspects of data and file management, including opening and closing files, data entry, filing, photocopying and document management.
- Facilitate client referrals in appropriate circumstances.
- Support the office with general administration duties as directed which may include a variety of tasks.
- Assist teams to prepare advice clinics, outreach visits and community legal education at other locations as directed.
- Facilitate assisted referrals and other services and support, based on the needs of the clients.

- Participate in projects and activities contributing to the promotion of Midlas at community events where required.
- Participate in training and professional development.
- Work with a multi-disciplinary team and provide support through sharing of skills and knowledge.
- Actively participate in staff meetings.
- Undertake and participate in staff appraisal processes.

### **Data Monitoring and Collection**

- Collect and enter required data for internal data collection systems ensuring file notes and data entry are completed in a timely manner.
- Provide data reports when required.
- Establish and maintain accurate client files in line with compliance standards, privacy principles and Midlas procedures.
- Complete reporting requirements of the funder.

### **Compliance and Record Keeping**

- Comply with the requirements of any applicable legislation relating to legal practice.
- Act at all times in accordance with Midlas' Code of Conduct, confidentiality agreement and policies which may be amended from time to time.
- Ensure client file processing, filing, and archiving is performed in line with organisational compliance requirements.
- Ensure documentation meets organisational requirements.
- Ensure service is provided in accordance with requirements of the Privacy Act and other relevant legislation, funder policy, procedures, and conditions.
- Maintain knowledge of and adhere to policies and procedures of the organisation.
- Perform and carry out other duties which may be requested, required, or directed from time to time and that are within the capacity, capability, and broad scope of the role.

### **General**

- Support and demonstrate values and ethics of Midlas.
- Comply with processes, systems, and frameworks to support effective and efficient service delivery.
- Actively contribute ideas or concerns to facilitate continuous improvement of the service.
- Promote, attend, and actively participate in Midlas events and activities as required.
- Participate in training programs and development opportunities.
- Undertake other duties as required.

### **Work Health and Safety**

- Embrace a safety culture and actively participating in workplace safety activities, including client risk reporting, hazard, and incident reporting.
- Apply best practice in WHS in accordance with statutory obligations at all times.

- Take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's WHS policies and procedures.
- Take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others.
- Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace.
- Report all injuries, illness or 'near misses' to their line Manager.
- Participate in relevant health and safety training based on roles and responsibilities.
- As required, participate in the development and implementation of specific WHS hazard and risk management strategies.
- Positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors, and visitors.
- Positions with supervision or management responsibility are required to ensure all people are aware of and have access to WHS policies, procedures, training and reporting systems.

This is a rewarding opportunity for an experienced and highly motivated individual to join us and work closely with the Midlas legal and administration teams, to make a positive difference in our communities.

## Position Details

Reporting to:	Executive Manager
Direct Reports:	NA
Service Area:	Reception & Administration
Location:	Midland, WA
Hours:	Full-time (38 hours per week)
Employment Status:	12-month contract
Salary:	\$82,045 - \$88,277 per annum (salary dependent on experience) + 11% super
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Level 4

## Benefits

In addition to competitive remuneration, the successful candidate will also benefit from:

- Up to \$15,900pa of salary sacrificing.
- A flexible workplace culture.
- An Employee Assistance Program.
- A strong values-based and for-purpose organisation.
- A growing organisation with great career opportunities.
- Working in a caring & collaborative team environment with people who are passionate about delivering quality services that support community.

## Full Position Requirements

### Required Education/Licences/Certificates

- Currently studying a law degree (whether an undergraduate Bachelor of Laws (LLB) or postgraduate Juris Doctor (JD) (Desirable) and/or demonstrated experience.
- Possession of current satisfactory National Police clearance certificate (no older than 3 months from the issue date) and ongoing renewal every 2 years at employee's expense.
- Possession of Working with Children Check.

### Relevant Experience, Skills/Knowledge & Personal Attributes

- Minimum 2 years' experience as a legal secretary, assistant, law clerk and and/or paralegal.
- Strong written and verbal communication skills, with demonstrated ability to draft routine court documents and/or drafting correspondence.
- Demonstrated ability to multi-task in a busy office client-facing environment.
- High level of integrity and professionalism and an ability to deal with and maintain highly confidential information.
- Demonstrated experience to support office functions efficiently and effectively.
- High level of organisation, time management skills and the ability to work to deadlines.
- Strong computer literacy and familiarity with legal document management software such as Settify.
- Currently studying a law degree (whether an undergraduate Bachelor of Laws (LLB) or postgraduate Juris Doctor (JD) (Desirable).

## Application Process

Submitting your application is easy! All you need to do is submit the following documents as PDFs:

- a cover letter (no more than 2 pages) telling us why you would be a great fit for this role.
- a resume including your contact details, education, previous work, and volunteer experience, and the names of at least two current referees.

The closing date is Sunday, 7th April at 11.59pm. Applications will be reviewed on a rolling basis and an appointment may be made prior to the closing date, so don't delay!

*We welcome people with diverse skills, experiences, perspectives, and backgrounds and encourage applications from Aboriginal or Torres Strait Islander peoples, and individuals who may identify as LGBTIQ, with a disability, a culturally and linguistically diverse background and people of all ages. We are committed to providing a safe environment for all children and vulnerable people and proactively take measures to protect children/vulnerable people.*

Have more questions? Contact Tara Roopra (our HR partner) on [08 6244 3222](tel:0862443222) or via email at [recruitment@talenting.com.au](mailto:recruitment@talenting.com.au) who will be happy to assist you.