

WOMEN'S LEGAL CENTRE
JOB DESCRIPTION
Paralegal

JOB MISSION

To support WLC's constitutional litigation process and advocacy work by providing legal advice to enquirers and at times representing the organisation at various functions.

REPORTING STRUCTURE

Reports directly to: The Attorney and Director

KEY PERFORMANCE AREAS

Key Performance Area	% of Time	Average Hrs p/week
1. Legal Advice	80%	
2. Research and Outreach	10%	
3. Representation	10%	
TOTAL		
4. Maintain the ethos and values of the WLC		Ongoing

KEY TASKS	PERFORMANCE INDICATORS
1. LEGAL ADVICE	
<ul style="list-style-type: none"> • Give initial face to face, telephonic and sometimes written advice to enquirers on legal issues related to their case, making appropriate referrals where necessary. • Attend weekly sessions with the attorneys. • Maintain and assist with helpline queries. • Attend outreach sessions and creative space • Host legal clinics • Assist with legal interventions • Complete Client Query Forms and Register after each session. • Provide legal advice to other organisations who request WLC to intervene in their particular cases. • 	<ul style="list-style-type: none"> • Absence of negative feedback from clients. • Positive feedback from attorneys regarding accuracy and timing of communication. • Client Query Forms and Register completed within 24 hours and according to WLC's standards. • All weekly sessions with attorneys are attended • Positive feedback from Attorneys, clients and partners regarding the assistance using the Helpline phone • Positive feedback from Administrator who processes the Client Query Forms. • Positive feedback from other organisations regarding paralegal's legal service. • Referrals made to appropriate institutions. • All outreaches, creative spaces and legal clinics are attended • All questionnaires and documents are completed correctly and the necessary consent to share information is obtained.
<ul style="list-style-type: none"> • Identify cases for public interest litigation. 	<ul style="list-style-type: none"> • No significant cases missed. • Regular feedback provided to the attorney on

	potential cases.
2. RESEARCH	
<ul style="list-style-type: none"> • Conduct research on potential and actual cases undertaken by the WLC as instructed by the attorneys. • 	<ul style="list-style-type: none"> • Accurate information received on time by the attorneys.
3. REPRESENTATION	
<ul style="list-style-type: none"> • Represent the WLC at workshops, seminars, conferences, community groups or public functions. • Contribute and present on the development of educational papers. • Provide court support and assistance • Assist with police bail applications • Assist with media requests 	<ul style="list-style-type: none"> • Positive feedback from the organisers of the event. • Feedback provided on each event attended. • Presentation and papers in line with WLC's policies, with conduct contributing positively to the WLC's image. • Attendance to clients court support requests and no negative feedback • No negative feedback regarding police bail applications. • Prepared for media requests and actively participate. No negative feedback and message is in line with the views of the WLC
3. ADMINISTRATION	
<ul style="list-style-type: none"> • All questionnaires are accurately completed and handed to attorney • Statements are captured from clients • All work reports, outreach reports, creative attendance reports, court reports and bail application reports are completed and submitted to the attorney • All legal files are up to date • Attend weekly debriefings • Maintain a referral database • Maintain a helpline phone record database. • Maintain a weekly attendance and outreach register 	<ul style="list-style-type: none"> • Positive feedback from the attorneys • Documents accurately captured and are clear. • All documents are submitted on time • Assistance in filing the questionnaires, file notes and other administrative forms. • All weekly debriefing sessions are attended. 4 per month. • Up to date active referral database and keep records of the referrals • Up to date helpline phone record that is submitted the day the phone is handed over to another paralegal. • Ensure that all registers are submitted to the attorney on a weekly basis.
3. TRAINING	
<ul style="list-style-type: none"> • Conduct human rights training • Ensure that all training materials are prepared • Ensure that all necessary monitoring and evaluation form are completed and submitted to the administrator • Represent WLC at other NGO's workshops and training and events. 	<ul style="list-style-type: none"> • Training is conducted professionally • Accurate information is provided in the training • All documents are completed and submitted • Positive feedback from participants • Feedback provided to WLC on workshops etc attended and any follow up required
4. MAINTAIN THE ETHOS AND VALUES OF THE WOMEN'S LEGAL CENTRE	
<ul style="list-style-type: none"> • Employees will treat each other with mutual respect and tolerance. 	<ul style="list-style-type: none"> • Absence of negative feedback.

<ul style="list-style-type: none"> • Employees will co-operate with each other in respect of the work of the WLC. • The WLC will promote collective decision-making in respect of the work of the Centre with the Director taking ultimate responsibility for the work of the Centre. 	
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COMPETENCIES

- Particular up-to-date knowledge of legislation relevant to women's issues related to:
- Child sexual Abuse; Customary Law; Domestic Partnerships; Maintenance Issues; Muslim Personal Law; Discrimination and unfair Labour Practice; Violence against Women; Women's access to Resources.
- General knowledge of human rights and the Constitution of South Africa and of court proceedings.
- Knowledge of family law cases and knowledge of gender issues.
- Basic counselling skills.
- Presentation skills.
- Report writing skills.
- Fluency in at least 2 Languages,.
- Ability to work in a team setting.
- Accountable / responsible.
- Assertive and confident Culturally sensitive.
- Friendly, compassionate / empathetic, insightful and patient with people.
- Knowledge of WLC's programmes and strategy
- Knowledge of relevant resources and of routes for referrals.
- Networking skills.
- Respect for clients' confidentiality.
- Basic computer skills (MSWord, Internet, Email).
- Basic Research skills.
- Good time management.