

DDLS Volunteer Job Description

Portfolio: Volunteer
Scope: DDLS Staff & DDLS Volunteers
Reports to: Manager

1. Position Objective

The DDLS is looking for enthusiastic volunteers to assist them in providing high-quality disability legal services to the community.

The position is unpaid and the volunteer is not an employee of DDLS.

2. Selection Criteria

- ✚ minimum third-year law student preferred
- ✚ interest in human rights/disability
- ✚ ability to multitask
- ✚ high level of written skills
- ✚ students with disabilities encouraged to apply

3. Volunteer Duties

As a volunteer, you will be expected to complete a range of duties. These include:

- Assisting solicitors with legal research and analysis.
- Drafting legal submissions.
- Answering telephone calls and assisting callers with their queries.
- Determining and recording the relevant legal facts and issues facing callers.
Arranging telephone appointments for these callers with solicitors.
- Acquiring a good understanding of disability discrimination law.
- Data entry into CLSIS.

- Miscellaneous administration tasks.
- Adhering to the Code of Conduct in the Volunteer Manual
- Complying with reasonable and lawful directions from DDLS management, solicitors and staff

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