

## **Volunteer Legal Assistant: Housing Legal Aid**

### **Purpose of the role**

To assist Leeds Citizens Advice & Law Centre's housing service to offer effective, efficient and high quality representation to clients.

### **Commitment**

This role is suited to you if you are available to volunteer for two - three hours per week on Monday or Wednesday for at least six months.

### **Main duties and responsibilities may include**

- Assessing client's entitlement to legal aid and gathering appropriate evidence
- Complete Legal Aid Forms
- Preparing applications for Discretionary Housing Payments/Crisis and Resilience Fund
- Gathering supporting documentation and evidence

### **Personal skills and qualities**

- Meticulous attention to detail
- Friendliness and willingness to learn
- Good grasp of technology to enable efficient form filling
- Good organisational skills to manage client's deadlines
- Non-judgmental

### **Induction, Training and Development**

Volunteers will receive a full induction, and training will be available in all aspects of the role.

There is the possibility of further casework opportunities, if the individual is interested.