**Legal Officer** - **Job Description**

Hong Kong Dignity Institute is a registered charity in Hong Kong, providing integrated legal-psychosocial services to society’s most vulnerable members. We are seeking an experienced Legal Officer to join our team to assist in the delivery of integrated legal services. If you are passionate about social justice and walking alongside individuals who have experienced trauma and exclusion, Hong Kong Dignity Institute is a great place to grow your career.

The ideal Legal Officer has extensive experience with clients who have experienced a high degree of trauma, is trained in trauma-informed methodologies, has a deep understanding of intersectionality, and maintains an expansive network of peers in the field. The Legal Officer embodies the mission of HKDI by ensuring that our integrated service model is administered to the highest possible standard, and clients are receiving the highest degree of trauma-informed care available in house.

**Responsibilities:**

**Legal Client Services**

* Provide legal advice and assistance on a range of matters including immigration, criminal, family/children, arrest/detention, legal aid, and others
* Provide legal support to clients including, but not limited to contributing to preparation in litigation practices, drafting legal documents and pleadings, investigating the facts of a case by interviewing clients and witnesses and performing legal research into case law and precedents
* Oversee clinical legal education clinics
* Refer clients to appropriate legal professionals for matters outside of expertise
* Arrange and guide client meetings and subsequent client communication
* Conduct integrated or individual sessions with clients, as well as with partners, family, groups, or others as clinically appropriate.
* Conduct follow-up with clients and/or collateral contacts as needed.
* Keep neat, accurate, up to date records in conjunction with PSS team; assist in establishing and maintaining out of CRM
* Ensure safety and security of all notes, including securing hard copies under lock
* Collaborate with in-house counselor, caseworker, and legal partners to ensure client’s holistic needs are fulfilled
* Actively participate in case review and integrated meetings as needed.
* Liaise with civil society partners to coordinate support services and/or refer clients to HKDI caseworker for follow-up for social support needs

**Capacity Building**

* Arrange and deliver trainings to civil society partners and relevant stakeholders

**Other Tasks**

* Participate in HKDI team meetings
* Attend seminars and other meetings as necessary

**Qualifications and Requirements**

* Law degree from a recognised university
* PGCL / PCLL
* 3-5 years PQE with good working experience and track record
* Experience with pro-bono or service work
* Commitment to public interest law and supporting marginalised groups