Position Description

Position: **Legal Caseworker Volunteer (Generalist Clinic)**

Supervisor: Legal Practice Manager

Location: Based at ASRC Dandenong

Time Commitment & Availability: This role is looking for a commitment of one shift per month on a Wednesday from 12:00 pm-6:00 pm for a minimum of 12 months.

Volunteers must be available on the following dates to be considered for the position:

- Onsite training session on Wednesday, the 13th of May, 12:00 pm - 4:00 pm
- First onsite clinic Wednesday 27th May 12:00 pm-6:00 pm
- Monthly Wednesday from 10th June 12:00 pm-6:00 pm

Position Purpose

Volunteer Caseworkers assist in our Human Rights Law Program (HRLP) Dandenong Clinic, providing advice and assistance to people seeking asylum at all stages of the refugee determination process. In return we provide an energetic and engaging workplace with ongoing training and development opportunities.

About the Program: Human Rights Law Program

The Human Rights Law Program is an accredited community legal centre working within the ASRC to provide free, expert immigration legal advice and representation to people seeking asylum. The Human Rights Law Program comprises a team of full time solicitors and works with a large team of volunteers to deliver holistic and innovative legal services. The program also engages in community legal education, law reform, sector capacity building and advocacy.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is Australia's largest independent organization providing aid, employment, health services and advocacy for people seeking asylum. Powered by over 500 volunteers and 200 staff, we create welcoming and inclusive environments. Our organisational values are **Welcoming, Authentic, Courageous** and **Collaborative.**

ASRC
Asylum Seeker Resource Centre

Key Responsibilities

- Under the supervision of solicitors, work in a busy legal clinic to deliver high quality refugee law advice and casework at all stages of the refugee determination process (including Department, Tribunal, Federal Circuit Court and Ministerial intervention requests).
- Undertake casework on files as instructed, including preparing protection visa applications, statutory declarations, Freedom of Information requests, case summaries and chronologies, legal submissions.
- Complete paralegal tasks for clients such as drafting correspondence, taking accurate messages, booking in clients and completing Department of Immigration forms.
- Assist with overall file management, including maintaining neat files, writing comprehensive file notes and other administrative duties as necessary.
- Undertake legal research including country of origin information, human rights reports and relevant case law.

What We're Looking For:

Essential:

- Qualified solicitor or barrister with a current Victorian practising certificate, or eligible to apply for a Victorian practising certificate; or current Practical Legal Training (PLT) Student.

OR

- Final year Bachelor of Laws / Juris Doctor student with a minimum of 2 years experience volunteering or employed as a Paralegal
- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)
- Good communication and teamwork skills
- Reliability and willingness to commit to agreed volunteer hours
- Excellent written and oral communication skills including the capacity to work with vulnerable clients with the assistance of phone or onsite interpreters and/or with other professionals such as caseworkers and counsellors.
- Experience working directly with clients in a legal setting.
- Demonstrated interest in refugee law and commitment to protecting the rights of people seeking asylum.
- Technical proficiency in Google and Microsoft systems, formatting documents, preparing letters and learning new systems.
- adhere to our responsibilities as a Community Legal Centre.

Desirable:

- Excellent organisation, attention to detail, administrative and time management skills, and the capacity to handle ongoing and one-off tasks with consistency and competency.
- Prior experience in a similar role
- Lived experience as a person seeking asylum, or from a refugee background
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

The ASRC values lived experience, passion and commitment to justice and human rights for people seeking asylum over formal qualifications. You are encouraged to apply even if you do not meet every criterion.

Compliance:

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training
- 3-Month Review Period