

# Volunteer Position Description

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## Legal Caseworker Volunteer (Gender Clinic) – Human Rights Law

### About The Role

The Gender Clinic is the only specialist legal service in Australia that provides legal advice and assistance to individuals seeking asylum, who may fear harm in their countries of origin on the basis of their gender, sexuality or experiences of family violence.

Casework volunteers work under the supervision of our staff Gender Lawyer to provide legal advice and assistance to our clients at all stages of the refugee status determination process, within a limited assistance model.

We provide an energetic and engaging workplace with ongoing training and development opportunities.

### Program: Human Rights Law

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 (who are also Migration Agents) 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.

### Stream: Advocacy & Campaigns

The Advocacy & Campaigns team seeks to bring about lasting social, legal and policy change in regard to people seeking asylum. The team advocates for people seeking asylum to be treated fairly and humanely with their rights respected under international human rights law. As part of the ASRC's Strategic Plan, a major objective is building a collaborative, diverse and effective movement that drives change to restore and uphold the rights of people seeking asylum. A key strategy to achieve this objective is to effectively engage, educate and mobilise advocates and base supporters to take action and lead change. The ASRC has undertaken important research into "Making the best case for people seeking asylum with words that work" and the findings influence all our campaigns and communications.

### Key Responsibilities

- Under supervision of a staff solicitor, work in a busy legal clinic to deliver high quality casework at all stages of the refugee determination process.
- Undertake casework on files as instructed, including preparing protection visa applications, statutory declarations, Freedom of Information requests, case summaries and chronologies, legal submissions.

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- 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.

### Accountability

- Legal Tasks – Gender Lawyer / Principal Solicitor.
- General Operations – HRLP Volunteer Coordinator.
- As is the case with all staff (paid/unpaid), ultimate accountability is to the ASRC Board.

### Location

ASRC Footscray.

### Volunteer shifts

This role is looking for a commitment of 1 shift per week, ideally for 12 months. Shifts are available Thursday from 10am-5pm.

### What we're looking for

Applicants will not be considered if they do not meet all of the following essential criteria:

- Demonstrated experience in the legal sector
- Availability on Thursdays 10am-5pm, 12-month commitment
- Only self-identifying female applicants will be considered for this role. This Clinic provides services to vulnerable women and is subject to an exemption under section 28 of the *Equal Opportunity Act (2010)* (Vic)
- Experience working directly with vulnerable clients in a legal setting

Desirable:

- Qualified solicitor or barrister with a current Victorian practising certificate (or eligible to apply for a Victorian practising certificate)
- Excellent oral and written communication skills
- Strong organisational and time management skills
- Ability to work respectfully with people from different cultural backgrounds
- Computer literacy skills, including in Google and Microsoft systems and client databases

### Training & Requirements

- ASRC Volunteer Induction
- ASRC Volunteer Agreement
- Police Check
- Working with Children Check
- Legal specific training – two compulsory sessions and commitment to attend ongoing professional development offered by the HRLP.

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- Commitment to attend monthly catch-ups with Gender Clinic team between 9am-10am before clinic.
- Shadow shifts with buddy system.
- Review period in 3 months with two-way feedback.

## Compliance

All forms of employment with ASRC, paid or voluntary are subject to continued compliance with our Child Safety and Reporting Policy. All or any breaches of this policy may result in disciplinary action being taken and/or the cessation of the employment contract or volunteer placements.

All offers of employment, paid or voluntary are subject to a satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

## About Us

The Asylum Seeker Resource Centre (ASRC) is both a place and a movement. We are an independent not for profit, whose programs support and empower people seeking asylum to maximise their own physical, mental and social wellbeing. As a movement, we mobilise and unite communities to create lasting social and policy change for people seeking asylum in Australia. We are proud to be owned and run by our community of volunteers and supporters.

The ASRC employs over 100 staff and depends on over 1000 dedicated volunteers to carry out programs that support and empower thousands of people seeking asylum each year.

The ASRC programs and services sit within six streams:

- Humanitarian Services
- Fundraising & Marketing
- Innovation Hub
- People and Services
- Advocacy & Campaigns
- Social Enterprises

The ASRC's vision is that *"all people seeking asylum have their human rights upheld and receive the support and opportunities they need to live independently"*

We pride ourselves on living and breathing our values in all areas of our work – our values are who we are and guide how we operate. The ASRC values are:

- Empowerment – we work with not for people seeking asylum.
- Holistic – we collaborate to create meaningful impact: great things are achieved together.
- Human Rights – we speak up against injustice.
- Independent – we act without fear or favour.
- Innovation – we do great things with very little as we learn grow and strive for continuous improvement.
- Integrity – we are open, honest and fair.
- One Team – we work as one team, we share our challenges and celebrate our successes together.

For more information email [volunteer@asrc.org.au](mailto:volunteer@asrc.org.au).