

Position Description

Position:	Legal Caseworker Volunteer (Gender Clinic)
Supervisor:	Gender Clinic Associate Solicitor (legal tasks) / HRLP Practice Manager (operations)
Location:	Based at ASRC Footscray
Time Commitment & Availability:	Typical commitment is 1 shift per week, for a minimum period of 12 months. Shift currently available on Thursdays from 9:30am - 5:00pm (onsite only).

Position Purpose

The Gender Clinic is a 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 Gender Clinic lawyers 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.

About the Program: Human Rights Law

The Human Rights Law Program is an accredited community legal center 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**.

Key Responsibilities

- Under the 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, and 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:

As this is a highly specialised role, please note that applicants will only be considered if they meet ALL of the following essential criteria:

Essential:

- Significant experience working directly with vulnerable clients in a legal setting
- Experience working in trauma or understanding of trauma informed practices
- Demonstrated experience in the legal sector
- Availability on Thursdays 9.30 am-5 pm, with a 12-month commitment
- Only female-identifying 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).

Desirable:

- Qualified solicitor or barrister with a current Victorian practicing certificate (or eligible to apply for a Victorian practicing 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

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