

# Refugee Legal:

## VOLUNTEER POSITION DESCRIPTION

### Registered Migration Agent or Lawyer

#### A. Overview of Organisation

Refugee Legal is an independent community legal centre specialising in refugee and immigration law, policy and practice. Refugee Legal has been assisting asylum seekers, refugees and disadvantaged migrants in the community and in detention for over 37 years and has substantial casework experience and expertise. Refugee Legal's work involves the provision of key legal assistance to those who could not otherwise obtain it due to financial and other forms of distinct disadvantage often related to their cultural or linguistically diverse backgrounds or experiences of torture or trauma.

#### B. Duties and Responsibilities

1. Work under the supervision and comply with directions given by Refugee Legal supervisors to ensure the provision of high-quality immigration advice and assistance.
2. Conduct client interviews, take instructions and provide advice approved by a Refugee Legal supervising lawyer.
3. Ensure that detailed file notes are taken of the issues presented by clients and the advice given.
4. Assist and advise in relation to visa criteria, requirements and lodgement.
5. Complete forms for visa applications to the Department.
6. Assist with applications for fee waiver on grounds of financial hardship.
7. Assist with preparation of statements/letters/submissions providing further information for consideration in migration matters.
8. Conduct detailed research to provide specific country information as requested.
9. Provide referrals to specified agencies.

#### C. Selection Criteria

Essential attributes

1. Migration agent volunteers: Eligibility for OMARA registration by; having completed the Graduate Certificate in Australian Migration Law and Practice and passed the 'common assessment items relating to registration', which forms part of the certificate. Volunteers are required to maintain their OMARA registration and provide copies of these to the Volunteer Coordinator.

**Refugee Legal:**

**Defending the rights  
of refugees.**

**Refugee & Immigration  
Legal Centre Inc.**

**ABN 94 806 293 897**

**ARBN 660 326 778**

**Incorporated in Victoria, Members' liability limited.**

PO Box 1139, Collingwood, VIC, 3066

Level 5, 333 Exhibition Street, Melbourne, VIC, 3000

T: (03) 9413 0101

F: (03) 9413 0144

admin@refugeelegal.org.au

www.refugeelegal.org.au

2. Lawyer volunteer: All lawyer volunteers must hold a current legal practising certificate (voluntary or otherwise) issued by an Australian body authorised by law and provide copies of these to the Volunteer Coordinator.
3. A strong interest in social justice and human rights, particularly refugee and asylum seeker rights and policy in Australia.
4. Strong ability to follow instructions of Refugee Legal staff including taking direction and feedback.
5. Ability to take instructions from clients and keep accurate and concise file notes.
6. A sensitivity to the highly vulnerable nature of clients and a willingness to work with people from a variety of backgrounds.
7. Good verbal and written communication skills.
8. Ability to work with interpreters either face to face or over the phone.

#### **D. Accountabilities**

1. Attend allocated volunteering shift.
2. Communicate availability to the Volunteer Coordinator in a timely manner.
3. Prior to acceptance as a migration agent/lawyer volunteer, all applicants must attend an information session and any further training required for position specialisation.
4. Accept and respond to feedback about performance in the role.
5. Refugee Legal volunteers are subject to relevant Refugee Legal policies including volunteer policies, equal opportunity, internal complaints, occupational health and safety, accident and incident management.
6. Refugee Legal volunteers are required to declare any perceived or actual conflict of interest related to current, or past employment or volunteer role. This includes any conflict that might arise during the course of volunteering. This will be reviewed by the Volunteer Coordinator in conjunction with a senior manager and decision will be made based on individual cases.
7. Maintain confidentiality of client information and all other information relevant to Refugee Legal volunteering as per Confidentiality Agreement.
8. A minimum one-year fortnightly commitment.

All volunteers are required to attend an information session at Refugee Legal offices, pass a professional reference check and where requested, undertake a police check (conducted at the volunteer's own cost).

Date Reviewed: 02/01/2025 | Date of next Review: 02/06/2025

Signed

Date