

# Refugee Legal:

## Position Description – Solicitor – Afghanistan Program

### **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 33 years and has substantial casework experience and expertise. Refugee Legal's work involves the provision of key legal assistance to people 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. Refugee Legal also conducts extensive law reform, advocacy and education programs.

### **B. Position Summary**

Refugee Legal is currently recruiting several solicitors to work in a special legal team within our Afghanistan Legal Program. The Afghanistan Legal Program has been established to respond to the large number of people seeking legal assistance due to the crisis in Afghanistan.

Solicitors will work within our Afghanistan Legal Program with a primary focus on assisting people who have been evacuated from Afghanistan to apply for permanent visas in Australia, and to apply for family reunion.

### **Duties and Responsibilities**

Key duties will include:

- Preparation of Humanitarian and other visa applications for people in and outside of Australia.
- Attendance with clients at Departmental interviews in relation to the assessment of visa applications.
- Legal assistance with family reunion visas.
- Referral of clients to non-legal service providers for additional support.
- Assistance with completions of public interest criteria requirements, e.g. health and character.
- Participate in regular internal staff, casework and planning meetings.

**Refugee Legal:**  
**Defending the rights**  
**of refugees.**

**Refugee & Immigration**  
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## **C. Selection Criteria**

### **Essential attributes**

- Capacity and/or experience in performing casework and advice on refugee and general immigration matters, including good working knowledge of laws, policies and procedures in the jurisdiction.
- Proven interest and experience in advising and assisting people from diverse cultural and linguistic backgrounds, including those who are in situations of disadvantage.
- Ability to juggle multiple tasks, work quickly and effectively under pressure, and to pay close attention to detail within in a fast-paced environment.
- Ability and willingness to work flexible hours, including outside standard business hours on weekdays, and on weekends.
- Proven familiarity with and experience in working as part of a small team, including demonstrated ability to work both collectively and, where necessary, with initiative and self-reliance.
- Holder of current legal practising certificate.

### **Desirable attributes**

- Detailed appreciation of, interest and experience in current issues confronting people of diverse cultural and linguistic backgrounds in the refugee and immigration law areas, including law reform and advocacy issues.
- Interest and experience in teaching and other public presentations on topics concerning immigration and refugee law, policy and procedures.
- Strong appreciation of, interest and experience in working with people of distinct disadvantage, including victims of torture or other trauma.

## **D. Employment Conditions**

**Location:** Collingwood office, or elsewhere as required, including working from home, regional Victoria, interstate, and remote locations within Australia.

**Hours:** Full-time, Monday-Friday, or as required on weekends. (Flexibility in relation to work times is essential.)

**Salary:** Salary range is negotiable, depending on qualifications and experience, plus superannuation. Attractive salary packaging benefits are also available.

**Conditions:** We are recruiting for several solicitors, including locums and contract positions (full-time and part-time) ranging from 3-months to 12-months.

**Application Process:** This is a rolling recruitment process where vacancies will be filled progressively. Written applications must address the selection criteria and be received by **5.00pm Monday 24 January 2022**. Applications should be addressed to "The Executive Director", marked "Private & Confidential", and sent by email to [linda@refugeelegal.org.au](mailto:linda@refugeelegal.org.au).