

Job Title:	Unrepresented Asylum Seekers (UAS) Coordinator
Hours:	38 hours (Full time position)
Salary:	Social Community, Home Care and Disability Services (SCHCADS) Industry Award (2010) – Based on skill level. Salary sacrifice is available as RAILS has PBI status
Duration	12-month contract. Extension subject to funding
Reporting to:	Executive Director and Principal Solicitor
Direct Reports:	UAS Caseworker/Solicitor(s), UAS Paralegal(s), ASRA Legal Support Coordinator
Key relationships	Internal: <ul style="list-style-type: none"> • Executive Director • Principal Solicitor • Senior Supervising Solicitors • Operations Manager

ABOUT RAILS

RAILS is a community legal centre which has been providing free legal advice and representation to disadvantaged people since 1980. It is the only community legal centre in Queensland that specialises in refugee and immigration law. RAILS work closely with other community organisations and with government to provide a network of support for the most vulnerable clients.

RAILS operate under a community management committee and is staffed by an Executive Director, Principal Solicitor, Operations Manager, Education Coordinator, caseworkers (solicitors and/or migration agents), and financial and administrative staff. The work of RAILS is supported by a large team of volunteers.

The primary functions of RAILS are to:

- provide free immigration advice and, in appropriate cases, ongoing representation
- provide appropriate referrals to other community organisations, government agencies or private practitioners
- encourage and support preventative approaches to legal problem solving through the development of culturally appropriate community legal education programs

- initiate and participate in law reform activities
- provide training and support to volunteers.

RAILS' Unrepresented Asylum Seeker Project provides legal advice, assistance and representation, as appropriate, to those in the 'legacy' caseload of asylum seekers who have arrived in Australia by boat. Work within the Project includes a wide range of activities including drop-in advice clinics, representation at the Federal Circuit and Federal Court as well as the coordination of an evening clinic utilising law firm volunteers to lodge applications for subsequent protection visas.

The position description below is an overview of the position. The items listed are indicative and not exhaustive.

Key Responsibilities:

Responsibilities
<p>Planning and Coordination (25%)</p> <ul style="list-style-type: none"> • Implementing the action plan, including liaison with stakeholders, that creates an expansive project covering all aspects of the application process including: • assisting lodge subsequent protection visa applications for TPV and SHEV holders • advising, assisting and representing visa applicants at various stages through visa processing: pre and post interview, post the DHA decision, post the IAA decision, and in Judicial Review • advising applicants about the outcome of the process • coordinating other legal service providers. • Developing and implementing a work plan to address how clients in the legacy caseload can access barrister opinions and representation for their migration litigation matters.
<p>Casework (30%)</p> <ul style="list-style-type: none"> • Providing legal advice and assistance to unrepresented asylum seekers in the community and at the Brisbane Immigration and Transit Accommodation Centre. • Preparing statutory declarations and forms and attend DHA interviews with clients. • Preparing statutory declarations and submissions for IAA reviews • Briefing counsel and providing representation for FCC and FC applications for judicial review • Making decisions about conflict issues • Making decisions about the allocation of legal tasks and open files • Reviewing and signing off on advices and legal tasks delivered within the UAS team.
<p>Supervision (15%)</p> <ul style="list-style-type: none"> • Providing professional supervision, support and development to the UAS Caseworker, Paralegals, and Volunteers including through regular file review meeting. • Planning and coordinating the work of the whole UAS team.
<p>Administration (5%)</p> <ul style="list-style-type: none"> • Day to day oversight of UAS program activity • Attend and contribute to caseworkers' meetings • Participate in file reviews with Principal Solicitor

<ul style="list-style-type: none"> Attend and contribute to General Staff meetings Working with Operations Manager to ensure the UAS service needs are being met Working with UAS Paralegal to ensure data is captured accurately
Research Provision (2%) <ul style="list-style-type: none"> Undertake legal and country of origin information research relevant to this cohort.
Education (3%) <ul style="list-style-type: none"> Where required support the Education Office with training and upskilling of other caseworkers or volunteers
Stakeholder and Community Engagement and public representation (15%) <ul style="list-style-type: none"> Engaging with and developing strong working relationships with key stakeholders across the sector Strengthening the Pro Bono arm through collaboration with Pro Bono Coordinator Developing case studies for Fundraising Campaigns Assisting and mentoring volunteer community organisations who provide admin and welfare support Organising, chairing and taking minutes at monthly asylum legal working group meetings with key agencies and relevant stakeholders
Other duties (5%) Other duties as required and directed by the Executive Director and Principal Solicitor

Selection Criteria:

- Authorised to practice as a solicitor and migration agent in Queensland or ability to immediately gain registration.
- In-depth (or ability to acquire) knowledge of complex areas of immigration law and practice, including those impacting the legacy caseload Ability to advocate effectively on behalf of clients
- Ability to advocate effectively on behalf of clients in the legacy caseload including as solicitor briefing counsel in relation to migration litigation in the Federal Circuit and Federal Courts.
- Ability to work within the casework guidelines of RAILS and to deal with large caseloads.
- Demonstrated ability to manage, supervise and mentor legal staff including solicitors and paralegals,
- Understanding of issues facing culturally diverse communities and ability to work and communicate effectively with people from diverse cultural backgrounds.
- Demonstrated ability to liaise effectively with stakeholders,
- Ability to coordinate and develop a dynamic legal service delivery program to respond to the legal needs of those in the legacy caseload,
- Ability to work efficiently, an effective team member and sound communication skills
- Demonstrated commitment to human rights and social justice

Signed by:	<i>Malathi Kanagasabapathy (Executive Director)</i>
Date:	28/07/2020