

EAS Coordinator - POSITION DESCRIPTION

1 ABOUT RAILS

RAILS is a community legal centre that 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 works closely with other community organisations and with government to provide a network of support for the most vulnerable clients.

RAILS operates under a community management committee and is staffed by a Director, Principal Solicitor, Education Co-ordinator, 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 general legal advice in a clinic setting
- 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
- participate in law reform when relevant to RAILS work
- provide training and support to volunteers

RAILS staff members are expected to work professionally and as a team, and to demonstrate the flexibility often required by a community organisation. Staff members are responsible to each other, the Director and the management committee. Staff meetings are held regularly. All staff are expected to attend and contribute constructively to those meetings.

2 ABOUT THE POSITION

Job Title:	EAS Coordinator
Hours:	Part time position (2 days per week)
Salary:	Social Community, Home Care and Disability Services (SCHCADS) Award plus superannuation Salary sacrifice is available as RAILS has PBI status
Responsible to:	<ul style="list-style-type: none">▪ Principal Solicitor▪ Director
Direct Reports:	Nil Position requires the training, support and supervision of volunteers/students

3 POSITION DESCRIPTION

Supervising the delivery of general migration law advice at RAILS' Evening Advice Sessions. The position description below is an overview of the position. The service's work plan for the year will determine the emphasis. The items listed are indicative and not exhaustive.

Casework Coordination – Provide casework coordination to eligible clients including:

- a) coordinating the Admin team, volunteer coordinators, volunteer advisors to ensure the smooth preparation and running of the program on the day/s of the sessions;
- b) checking conflict checks performed by Admin team and performing any further conflict checks necessary;
- c) fostering strong working relationships with volunteer advisors;
- d) working in collaboration with volunteer advisors to ensure correct and complete advice is provided to all clients;
- e) signing off on all volunteer advisors' general migration law advice;
- f) actioning any necessary follow up by RAILS staff including completing service records on CLASS database and escalating appropriate issues to the Pro Bono Coordinator and/or Principal Solicitor; and
- g) identifying and making appropriate referrals to other organisations

Participate in the community legal education program as required including:

- h) Participating in the delivery of community legal education programs primarily to disadvantaged migrants and refugees.

Training including:

- i) attending the Continuing Professional Development (CPD) and QLS training requirements activities;
- j) participating in the delivery of training to volunteers in the jurisdiction as per organisational program and requirements; and

Account to the Principal Solicitor and Executive Director for performance of key responsibilities including by:

- k) meeting with and reporting to the Principal solicitor in relation to the EAS coordination and service delivery on a regular basis to provide an update, issues and caseload;
- l) briefing the Executive Director on issues relating to policy and program development as required from time to time.

4 SELECTION CRITERIA

1. Authorised to practice as an **unrestricted** solicitor/migration agent in Queensland or ability to immediately gain registration on this basis.
2. In-depth knowledge of general immigration law and practice, including in the refugee and family reunion areas.
3. Ability to work within the casework guidelines of RAILS.
4. Ability to supervise volunteers.
5. Ability to work efficiently and as an effective team member.
6. Understanding of issues facing culturally diverse communities and ability to work and communicate effectively with people from diverse cultural backgrounds.
7. Demonstrated commitment to, and understanding of, the principles of social justice and the role of a community legal centre within a social justice framework, including RAILS' philosophy.