

AFGHAN RESPONSE PARALEGAL

Recruitment package

I. ABOUT RAILS

The Refugee and Immigration Legal Service (RAILS) is a Community Legal Centre (CLC) based in West End, Brisbane. For over 40 years, RAILS has provided free legal assistance and education in immigration and refugee law. RAILS is the only CLC in Queensland that specialises in this area of law. RAILS provides services throughout the State.

RAILS works predominantly with people who have experienced domestic violence, people who have applied or need to apply for refugee visas in Australia after fleeing violence in their home countries and with refugees who are sponsoring their family members, often displaced and fleeing situations of danger, to reunite with them in Australia.

RAILS staff 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 Executive Director and the Management Committee.

RAILS is a member of Community Legal Centres Australia and is registered as a Charity with the Australian Charities and Not-for Profit Commission.

2. ABOUT THE POSITION

Job Title:	Afghan Response Paralegal
Hours:	38 hours per week (negotiable)
Salary:	Level 3 Social Community, Home Care and Disability Services (SCHCADS) Award plus superannuation (pro-rata) Salary sacrifice is available as RAILS has PBI status
Responsible to:	Afghan Response Coordinator (lawyer)
Direct Reports:	n/a

3. POSITION DESCRIPTION

Significant immigration legal needs have arisen from the crisis in Afghanistan. RAILS has been working closely with the community and stakeholders to deliver a response. This newly created position will provide paralegal support to our response to the Afghan crisis. This response includes:

- a pro bono clinic to assist in the lodgment of offshore humanitarian visa applications for those still offshore (current),
- advice, discrete assistance and representation in relation to immediate family visa applications (partner, finance, orphan relative, child) sponsored by members of the Queensland Afghan community (current), and
- representation for evacuees lodging applications for permanent visas here in Australia (upcoming).

Duties:

- Maintaining client lists and allocating clients to clinics, in accordance with Clinic policies and directions;
- Making client appointments and booking interpreters;
- Ensuring clients are prepared for their legal appointments and that key documents are provided to RAILS;
- Following up with clients after their appointments, in accordance with instructions from Clinic lawyers;
- Creating CLASS records for clients, conducting conflict checks and uploading file notes and other documents;
- Providing administrative assistance and support to lawyers during Clinics;
- Work closely with the Clinic lawyers to ensure applications are validly lodged in a timely manner.

4. SELECTION CRITERIA

Essential:

- Previous paralegal experience or completion of at least 3 years study towards a law degree;
- Demonstrated ability to manage competing deadlines and a high volume of work;
- Ability to work efficiently and effectively both independently and as part of a team;

- Understanding of issues relating to access to justice for culturally diverse communities;
- Ability to communicate effectively with people from diverse cultural backgrounds who may be experiencing heightened levels of distress.

Desirable:

- Knowledge of Australian refugee and/or migration law;
- Demonstrated commitment to, and understanding of, the principles of social justice;
- Experience in working with interpreters;
- Experience with spreadsheets and database entry.

Diversity and inclusion

RAILS is committed to being a culturally safe and inclusive organisation and has policies in place to create and maintain appropriate work practices and a respectful work environment. Aboriginal and Torres Strait Islander people and otherwise culturally and linguistically diverse people (including members of the Afghan community) are encouraged to apply for this role.

Please let us know if you would like us to share our Cultural Safety for Aboriginal and Torres Strait Islander People Policy with you before applying for this role by emailing kylie.mcgrath@rails.org.au.

If you are Aboriginal and/or Torres Strait Islander or otherwise culturally and linguistically diverse and would like to speak to us about the role requirements and your application before applying, please email kylie.mcgrath@rails.org.au.

This recruitment process is strictly confidential and information about your application will not be shared with anyone outside of the organisation.

5. APPLICATION PROCESS

To apply for this role, please provide the below documents by email to kylie.mcgrath@rails.org.au with title CONFIDENTIAL: Afghan Response Paralegal:

- Cover letter addressing the selection criteria and your interest in the role (3 pages max.)
- Your resume (CV)

Applications for this role will close at 5pm on Monday, 13th December. Interviews for this role will take place between the 14th and the 17th of December.