

NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

Position Title:	Migration Lawyer
Employment Type:	Full time, 38 hours per week – flexible 1 year contract
Position Hours:	Monday to Friday, 9 am to 5 pm
Report to:	Legal Practice Manager
Award:	Social Community Home Care and Disability Services Award (SCHCADS)
Agreement:	Multi-Business Agreement (MBA)
Remuneration:	SCHCADS Award Rate up to 6.1 depending on experience plus salary packaging

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit community legal centre which operates in one of the fastest growing areas of Melbourne, and has a significant catchment including the Moreland, Hume and Mitchell Shire Local Government Areas. The NCLC operates from a central office located in Broadmeadows with outreach clinics to other service areas. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. However, NCLC recognizes that there are members of our community who suffer serious disadvantage and has prioritized marginalized people who have the least resources and ability to access legal assistance including newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues, and have aligned our service delivery accordingly.

NCLC employs over 20 staff including 9 lawyers to provide advice, casework, community legal education, community development and administrative support to priority clients, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under and other people facing systemic barriers. Our main office is in Broadmeadows, and we assist clients at a range of outreach locations.

POSITION OBJECTIVE

Reporting to NCLC's Legal Practice Manager this position will be responsible for providing high quality migration advice and casework to victims/survivors of family violence who hold temporary visas. The Migration Lawyer will work with the family violence lawyers who provide advice, casework, and representation to eligible clients in family violence law, family law, Victims of Crime Assistance Tribunal, infringements, and other civil law matters to provide a wraparound service. Depending on the desires and capabilities of the successful applicant there is some potential for the Migration Lawyer to develop or increase their knowledge and skills across these other areas of law. The Migration Lawyer will also undertake community legal education and law reform activities under the direction of the Legal Practice Manager.

POSITION RESPONSIBILITIES

Legal Service Delivery

1. Work under the supervision of the Legal Practice Manager in collaboration with NCLC's family violence legal team to provide high quality migration legal advice across areas of migration law to victims/survivors of family violence who hold temporary visas.
2. Under supervision of the Legal Practice Manager, provide ongoing migration law casework (primarily family violence provisions and protection visa) to victims/survivors of family violence.
3. Perform all necessary administrative work necessary to manage a busy file load, including accurate record-keeping in accordance with NCLC policies and procedures.
4. Participate in strategic litigation and projects as directed by the Legal Practice Manager to address systemic legal disadvantage experienced by priority clients in our region.
5. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
6. Assist the Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities including the preparation of case studies and other materials for reporting and compliance purposes.
7. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.
8. Carry out other duties, as consistent with the role, as directed by the Legal Practice Manager.

Community Development, Legal Education and Law Reform

9. In collaboration with the Community Development Manager and the Legal Practice Manager, identify and develop opportunities and projects for community legal education, community development, and law reform initiatives.
10. Promote NCLC's migration family violence service to community groups by participating in networks, working groups and other forums, including social media.
11. Assist the Legal Practice Manager in the preparation of law reform submissions, funding applications, and community legal education publications.
12. Network with organizations including Family Violence Services, Settlement agencies and other community agencies working with temporary visa holders and survivors of family violence.

POSITION REQUIREMENTS

Essential Selection Criteria

1. Eligibility to hold an unrestricted Victorian legal practicing certificate with at least two years' experience in migration law.
2. Experience in conducting casework and giving advice in refugee law and other migration matters and a good working knowledge of laws, policies, and procedures in the jurisdiction, including the Family Violence Provisions.
3. Demonstrated knowledge of family violence and commitment to advocating for victims and survivors of family violence.
4. Demonstrated experience in the delivery of community legal education and law reform initiatives.
5. Capacity and/or experience in the formulation of policy/law reform positions.
6. Demonstrated effective time management and interpersonal skills.
7. Demonstrated high level written and verbal communication skills and the ability to work well under pressure within a team environment skills.
8. Demonstrated experience working with people of CALD background and experience with working with interpreters.
9. Capacity and/or experience in public presentations or the delivery of community legal education.
10. A current Victorian driver's licence and access to a vehicle.
11. Demonstrated computer literacy and experience in undertaking administrative duties

Desirable Selection Criteria

1. Proficiency in a community language.
2. Experience providing legal services in a range of other legal areas affecting victims of family violence, including family law, family violence intervention orders, victims of crime and other civil areas of law.
3. Experience working in the community legal centre sector.