

## **Job Description**

<b>Job title</b>	Asylum and Immigration Solicitor/Caseworker
<b>Reporting to</b>	Asylum and Immigration Supervisor
<b>Purpose of Job</b>	The Post-holder will offer Asylum law advice and representation to clients under a Legal Aid Agency contract.
<b>Location</b>	Dewsbury

## **Duties and Responsibilities**

- a) To ensure that all immigration and asylum advice, assistance and representation delivered by the postholder complies with the requirements of the Legal Aid Agency and the OISC.
- b) To maintain accreditation at Level 2 under the Law Society immigration accreditation scheme.
- c) To ensure proper time recording, prompt billing and reporting on outputs and outcomes.
- d) To ensure that the terms of all funders are adhered to as regards advice and casework including reports to the Immigration Supervisor, Chief Executive and Board of Trustees
- e) To participate in staff meetings, formulating policy and allocation of tasks.
- f) To be responsible for own word processing, filing and case-recording with assistance from other staff and volunteers when appropriate and available.

### **Advice & Casework**

- a) To provide immigration and asylum advice and representation to clients in the West Yorkshire region.
- b) To assist clients in liaising with other people and organisations to resolve their immigration and asylum problems where possible.
- d) To represent clients at tribunals and courts as and when necessary.
- e) To visit clients at their homes, at reception centres, or at outreach sessions at other agency premises as appropriate and generally ensure proper access to the service.

### **Professional Development**

- a) To attend courses on new legislation, specialist skills and the use of I.T.
- b) To keep up to date with the changes in relevant legislation and issues relating to immigration and asylum.
- c) To maintain readership of relevant immigration law journals and other relevant legal publications.
- d) To attend regular supervision meetings with the Immigration Supervisor and discuss job performance and personal career development.

### **Equal Opportunities**

- a) To have regard at all times to the planning and execution of duties to the Equality and Diversity Policy. In accordance with the Equalities Act, reasonable adjustments will be made to facilitate the employment of disabled people.
- b) To ensure equality of access to the services provided by the organisation to all potential clients wishing to access the services.

### **Special Features**

- a) In addition to the tasks and duties listed in the job description, to undertake such duties as may be identified and which are generally compatible with the functions for the post.

## **Organisational Ethos and Expectations**

As part of their role with Kirklees Citizens Advice and Law Centre all staff to :

- Have a commitment to the aims, objectives and ethos of the organisation, and follow policies, procedures and systems.
- Keep the clients' needs at the centre of all the organisation's activity, seeking to deliver the best possible service within resource and operational constraints
- Communicate well and appropriately with colleagues and clients, keeping others informed and consulting as much as possible
- Have a professional attitude, being flexible, supportive and cooperative in working together with other staff members and volunteers.
- Show respect for all colleagues, volunteers and clients in how they speak and act and always behave in a non-judgemental way
- Be willing to learn, accept constructive feedback, adapt to change, always aim to improve efficiency and quality, and take responsibility for their own work.