

2/ Migration Agents to work in the Family Reunion Project –

The Family Reunion Programme is run mostly on Saturdays when Migration Agents and volunteers assist clients to complete the necessary forms which enable people who have arrived on refugee visas to now bring family members to Australia. The Migration Agent would supervise a team of volunteers (usually 2 volunteers for each client) to ensure the forms are completed correctly. The Migration Agent meets with the client and from this first interview will write a Letter of Advice, which details who the client wishes to bring, the proposed visas and the cost and timeframe for this application. The CASE office then sets up Saturday interviews for the Migration Agent and the volunteers, who will interview the client to obtain the necessary information and complete the necessary forms. The work of the Migration Agent is supervised at all times by the Principal Solicitor and extra training and ongoing support is given to enable you to feel comfortable in managing this role. The volunteer needs to be registered with MARA and have completed the Legal Training and General Training and ensure at least a 12 month commitment working approximately 10 Saturdays in the year.