

Northern Settlement Services (NSS) is looking for a Registered Migration Agent or migration lawyer to provide migration services for vulnerable members of the culturally and linguistically diverse (CALD) community who can't afford to pay a migration professional.

### **About the role:**

Located at our Newcastle office, this is a temporary part-time role delivering limited migration services to clients. Typically, the role will act as the full agent for a small number of applications, and otherwise providing general advice and assistance for clients on navigating and completing visa applications, as well as provide advice to NSS employees on visa considerations in their casework and roles.

This role would suit a migration agent or migration lawyer willing to lend their expertise and skills for one day (8 hours) a week to help provide basic migration and visa advice to disadvantaged and vulnerable people. The day of the week can be negotiated.

### **About you:**

- Registration as a migration agent with the Office of the Migration Agents Registration Authority, or relevant expertise as a lawyer working in the migration field
- Strong knowledge of migration laws and related processes.
- Ability to communicate complex processes in relatable terms to different audiences, and use an interpreter as needed.
- Strong written and verbal communication skills.

### **About us**

NSS is an independent not for profit organisation providing a range of services in the areas of settlement, aged care, youth and vulnerable families across the Hunter, Central Coast and New England regions of NSW. We work with CALD individuals, families and communities providing high quality services that strengthen and inspire people to become self-reliant, active and empowered.

At NSS we offer an opportunity to share in our mission and assist people of refugee and migrant backgrounds in building the capacity to become self-reliant, active and empowered. This role also offers employees benefits such as competitive remuneration, additional time off during the festive season and salary packaging.

NSS is committed to promoting social inclusion and productive diversity, by seeking diversity within our workforce. We encourage and welcome applications from diverse community groups and ages including people from CALD. NSS adheres to the principles of equal employment opportunity. For further information about NSS, please go to our website [www.nsservices.com.au](http://www.nsservices.com.au)

### **How to Apply**

You can apply through SEEK or by emailing Debbie Carstens at [debbie@nsservices.com.au](mailto:debbie@nsservices.com.au). A copy of the position description is available on our NSS Website. Applications have been extended to 5<sup>th</sup> January 2022.

Offers of employment will be subject to successful completion of relevant background checks including a Criminal History and Working with Children Check. Being fully vaccinated against COVID-19 is required employment.