

Crosscare Migrant Project: Immigration Case Work Internship

Crosscare Migrant Project (CMP) is an information, advocacy and referral organisation for migrants in vulnerable situations. CMP provides information to migrants to Ireland as well as Irish emigrants. CMP also works to effect positive change in migration-related policy.

CMP is now looking for an intern for a 6-month volunteer placement to assist our **Immigration Information** team.

Role Description:

The duties of this internship are to:

- Assist in providing immigration information to migrants at our office at 1 Cathedral Street, Dublin 1
- Advocate on behalf of migrants with statutory and non-statutory organisations
- Refer migrants to specialist organisations and services where necessary
- Support the Immigration Information team to ensure excellent service provision
- Complete and maintain manual case files and computer database
- Gather information and keep up-to-date with immigration issues
- Participate in team and case meetings
- Contribute to the overall work plan of Crosscare Migrant Project

Hours and remuneration:

Hours: 3 days per week (Tuesdays, Wednesdays and Thursdays from 9.30am to 5pm)

Remuneration: Travel and lunch expenses (maximum of €15 per day)

Duration: 6 months

Applicant requirements:

Essential

- Fluent in English
- Excellent interpersonal and communication skills
- Ability to work well in a team environment
- Ability to work well under pressure
- Proficiency in Microsoft Office

Desirable

- Knowledge of the Irish immigration system
- Fluency in other languages
- Previous experience of information and advocacy work
- Previous experience of recording data

Application process:

Please email your CV and cover letter marked 'Immigration Case Work Internship' to nicolayau@crosscare.ie **before 5pm on Friday, 17th February 2012**. Your cover letter should outline your previous work experience, why you want this internship and your availability.

Interviews will be held in the week beginning 27th February 2012. The internship will begin on 13th March 2012.

For further information about Crosscare Migrant Project and our work visit: www.migrantproject.ie and www.livinginireland.ie.