



JOB DESCRIPTION

TITLE: Case Worker		CLASSIFICATION: <input type="checkbox"/> Exempt; <input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time
DEPARTMENT/PROGRAM: Immigration Integration Help Center (IIHC) REPORTS TO: Immigration Services Program Manager		
DATE REVISED: 06/21/2023	APPROVED FOR USE: 6/21/2023	COMPENSATION: \$17.00 - 21.00_D.O.E.

POSITION SUMMARY:

The Case Worker - Department of Justice (DOJ) Accredited Representative provides legal immigration counseling to immigrant families in the Central Valley. Responsibilities include ensuring assigned legal services are provided in accordance with current applicable federal, state, and local regulations, ELF case management policies, and the Code of Ethics and Conduct. The incumbent will represent clients before the U.S. Department of Homeland Security (DHS only) in the following areas of immigration: Adjustment of Status, Consular Process, Extension of Non-Immigrant Status, DACA Applications, Naturalization, Acquisition and Derivation of Citizenship, Legal Permanent Resident Renewals, Advance Parole, Parole in Place, U-VISA, VAWA, and other similar benefits. Moreover, the DOJ Accredited Representative will collaborate with ELF staff, other DOJ representatives from other nonprofit organizations, and attorneys in the office during free community immigration workshops and legal clinics.

DUTIES & RESPONSIBILITIES:

- The Case Worker will be responsible for the assessment, completion, and filing of California Department of Social Services (CDSS) immigration cases assigned by the Director of Immigration Service or designees
- Performs legal research, gathers facts, and analyzes cases
- Drafts, assembles, and files cases
 - I-601 Waivers, Naturalization, applications for adjustment of status, and Non-immigrant U Visa petitions;
- Plans and presents during outreach event presentations, such as know-your-rights workshops and legal screenings, to increase awareness of other immigration relief, legal rights, and responsibilities
- Facilitates access to legal resources for staff and organization
- Maintain updated records of their caseload and facilitates referrals as needed
- Provides direct immigration legal services to Spanish speakers, other refugees, and immigrant communities in the Central San Joaquin Valley
- Builds and maintains collaboration and relationships with other agencies and community-based legal providers
- Represents the Education & Leadership Foundation at community meetings and forums about legal services and community needs

- Assists with recruiting, training, and supervising the legal department volunteers and interns
- Attends training and courses to remain up-to-date on changing immigration law and policies
- Attends legal meetings to review cases;
- Directs meetings, presentations, and training when necessary;
- Collaborates with immigration attorneys on Removal Defense Cases;
- Accompanies applicants to interviews in front of USCIS or EOIR

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Completed or currently working on a Baccalaureate Degree related to serving the community;

Experience

- 2-3 years of immigration law experience (internships or employment-based client representation);
- Intermediate to advanced knowledge of immigration law.

License/certification

- Valid CA driver's license.

Skills

- biliterate in English and either Spanish or Hmong
- Customer-focused and service-oriented
- 1-3 years of experience working with low-income communities;
- Able to perform virtual office tasks such as filing, scanning, making calls, etc.
- Experience and interest in working with ethnically and underserved immigrant populations across the Central Valley;
- Excellent written and oral communication skills;
- Knowledge of current immigration affairs, U.S. immigration law, policy, and guidelines
- Attention to detail and excellent follow-through on work tasks
- Able to handle multiple tasks simultaneously
- Excellent interpersonal and team skills
- Strong organizational skills.
- Intermediate to advanced software skills with MS Office suite (Word, Excel, PowerPoint, Publisher)
- Experience working with case management systems and employee portals.
- Regularly exhibits flexibility and dependability in work and working relationships.
- Demonstrated good problem-solving skills and sound judgment
- Former DOJ Representative is a plus

Additional Duties:

- Confidentiality/Privacy compliance - Treats all client, member, and employee information as sensitive and confidential.
- Quality Improvement - Participate in quality improvement activities and contribute towards the overall performance improvement of the department and organization
- Safety - All employees will participate in the ELF safety program

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

- Fast pace working environment that requires excellent time management and organizational skills.
- An office environment that requires working in a team.
- A fast-paced working environment that requires great student supervision skills.
- Facility to hear and understand speech at normal room levels.
- Full-time permanent position (***the DOJ Partial Accredited Representative will be required to participate in evening or weekend activities as required**);
- Monday-Friday, 8:00 am – 5:00 pm (*some weekends & Evenings).
- This position may require some travel, primarily short distance.

Physical Requirements:

- Must be able to lift up to 20 pounds and push up to 50 pounds (on wheels).
- Must hear staff on the phone and those served in person and speak clearly to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.

Acknowledgment:

I have received a copy of my job description, and I have read and understand the job requirements, responsibilities, and expectations outlined in this job description. I attest that I can perform the essential job functions outlined with or without reasonable accommodations.

Name (Print):	
Signature:	Date: