



Job Description

Case Worker (Not DOJ Accredited)

Updated: 10/24

Job Profile: Case Worker	
Department/Program: Immigration Integration Help Center (IHC) Reports to: Immigration Services Program Manager Job Details: Exempt, Salaried, Semi-monthly Temporary ACA Full-time Status: Full-Time Benefits Eligibility: Medical, Dental, Vision; 401(k) Accruals: Employee/Individual Contributor Compensation Range: \$18-22	EEO-1 Component 1 Job Category: First/Mid Offs & Mgrs Six-Level SOC Job Code: FourDigit Census Code: Workers Comp Code: Full Time Equivalent (FTE): Scheduled Hours: 86.667
Job Summary	
<p>The Case Worker works alongside our education, special projects, and immigration departments to provide legal immigration counseling to immigrant families in the Central Valley. They support clients 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, Advanced Parole, Parole in Place, U-VISA, VAWA, and other similar benefits.</p>	
Knowledge, Skills, and Experience:	
<ul style="list-style-type: none"> ● 3-5 years of experience working with low-income communities; ● Able to perform virtual offices tasks such as filing, scanning, making calls, etc. ● Professional level skills using Word, Excel, and other relevant computer software such as case management programs; ● Experience and interest in working with ethnically and underserved immigrant populations across the Central Valley; ● Biliterate (Spanish and English); ● Excellent written and oral communication skills. ● Ability to work independently and manage multiple tasks at once. ● Strong organizational skills and attention to detail ● Knowledge of current immigration affairs, U.S. immigration law, policy, and guidelines. ● Ability to successfully pass a criminal background investigation ● Fluent in English and Spanish. 	

Performance Area: Case Management

- 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
- Provides direct immigration legal services to Spanish speakers, other refugees, and immigrant communities in the Central San Joaquin Valley
- Attends legal meetings to review cases

Performance Area: Education, Outreach, and Advocacy

- Facilitates access to legal resources for staff and organization
- Maintain updated records of their caseload and facilitates referrals as needed
- 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
- 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
- Attends training and courses to remain up-to-date on changing immigration law and policies
- Directs meetings, presentations, and training when necessary;
- Collaborates with immigration attorneys on Removal Defense Cases as needed
- Accompanies applicants to interviews in front of USCIS or EOIR

Job Conditions, Accommodations, and Acknowledgements

Work Environment & Conditions (edit to fit position)

- Physical Space: when performing administrative tasks, they will work in a shared, open office space with a designated workspace and issued work computer for in-office administrative tasks. when performing physical tasks, they will be exposed to outdoor temperatures & elements, outdoor noises in an urban environment
- Company Culture: a collaborative, multilingual staff supporting different organizational functional needs.
- Team Dynamics: works independently in day-to-day tasks and works collaboratively alongside other staff, volunteers, contractors, or interns to support evolving community outreach & support needs.
- Travel - some travel may be required to perform job duties.

Physical Requirements (edit to fit position)

- Must be able to lift up to 25 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 clients 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.

Work Environment Accommodation Request

You can request a worksite accommodation to support a personal or medical need. Please note that any listed work environment accommodation request will undergo an interactive process that involves you (as the employee) and ELF leadership in determining a workable solution. If necessary, ELF will request documentation supporting your personal or medical needs.

Accommodation Request Form

Employee Acknowledgement

I have received a copy of my job description, and I have read and understood the job requirements, responsibilities, and expectations outlined in this job description.

I attest that I can perform the essential job functions as outlined:

- with reasonable accommodations
- without any reasonable accommodations

Name (Print):	
Signature:	Date: