

Job Description

Title: Immigration Legal Assistant

Reports to: Director of Family Immigration Services

FSLA Status: Non-Exempt

Job Status: Full Time

Supervises: N/A

Summary: Provide comprehensive immigration legal services under the supervision of a Department of Justice (DOJ) Accredited Representative. **Preparing for and acquiring DOJ Accreditation within one year of hire is required. Catholic Charities will cover training and accreditation expense. Bilingual English/Spanish highly preferred.**

Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

Essential Duties and Responsibilities

Under supervision of a DOJ Accredited Representative:

- Perform duties that attorneys can perform within the area of immigration law.
 - Interview clients to assess immigration issues and provide appropriate legal immigration counseling on an individual case basis.
 - Determine specific eligibility for immigrant legalization within the framework of U.S. Immigration laws.
 - Complete USCIS case-appropriate applications such as family based visa petitions, permanent residency, employment authorization, citizenship, deferred action and a variety of other USCIS applications.
 - Work in close collaboration with assigned Managing Immigration Attorney and Catholic Legal Immigration Network (CLINIC).
 - Follow up and coordinate with clients at each level of their adjustment process(es).
 - Follow up and coordinate with United States Citizenship and Immigration Services (USCIS), the National Visa Center (NVC) and/or the appropriate overseas American Consulate processing the case.
 - Coordinate scheduling of Immigration medical appointments and/or medical waivers and secure immunization requirements as needed for USCIS processing.
 - Develop and maintain individual case files.



- Work jointly with Director of Family Immigration Services on administrative and policy details related to Immigration Services/DOJ accreditation.
- Perform other duties as assigned.

Supervisory Responsibilities

None required.

Qualifications

Education and/or Experience

Bilingual English/Spanish highly desired. High school diploma required, bachelor's degree preferred. At least three years of Immigration or other legal services experience preferred.

Computer Skills

Demonstrates proficient computer skills and familiarity with commonly used programs. Ability to learn and effectively use various data collection and database management systems to record data as required. Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting, and processing information.

Workplace Ethics

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.

Communication Skills

Exhibits good interpersonal communications skills including the ability to establish and set strong personal boundaries. Keeps others adequately informed and exhibits good team building abilities. Expresses ideas and thoughts clearly. Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write required documentation requiring minimal revisions by others. Ability to effectively present information and respond to questions from employees, managers, clients, and the public. Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Mathematical Skills



Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Certification as a Department of Justice Accredited Representative desired. **Able to obtain DOJ certification within one year of hire is required. Catholic Charities will arrange training and cover training and accreditation expenses.**

Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local and limited statewide and out of state travel required.

Other Skills and Abilities

Knowledge of standard office procedures including alphabetic and numeric filing, mail processing, and record keeping. Ability to meet deadlines by effectively planning, organizing and ability to operate various office machines including computer, printer, copier, scanner, fax machine, telephone and calculator.

Other Qualifications

Ability to successfully pass a child abuse registry check and criminal background check, and requires completion of the Protecting God's Children VIRTUS training session.

Demonstrated ability to comfortably communicate and work effectively with a diversity of people from different ethnic backgrounds.

The work of Catholic Charities serves as an expression of the ministry of evangelization of the Roman Catholic Church by serving the poor and most vulnerable in our society. Although staff are not to proselytize, they are, however, expected to be guided in every way by the teachings of the Catholic faith in their daily work. These include church teachings on abortion, sterilization, abstinence, and the sanctity of the family as well as fidelity to the Catholic ethical religious directive of the United States Conference of Catholic Bishops. In addition, all staff are invited to attend periodic Catholic Masses. As employees of Catholic Charities, it is further expected that staff will adhere to the Diocesan code of conduct. Employees are expected to not only perform duties consistent with the Doctrines of the Catholic faith, but outside of the workplace they are expected to refrain from publishing any communication in any form, electronic or otherwise, that affiliates them with Catholic Charities in a manner that is inconsistent with the doctrine of the Roman Catholic faith.

Physical Demands



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract.

Employee Signature _____

Printed Name _____

Date _____