Position Announcement: Immigration Specialist

The Immigration Specialist (IS) performs a variety of tasks in support of the Immigration Assistance Program (IAP) including: assessing clients in person to determine their needs and issues and either assist them or refer them to another agency that may be able to assist them. The IS should have the ability to counsel clients regarding immigration. S/he should work to maintain accreditation through the Recognition & Accreditation (R&A) Program through the Executive Office for Immigration Review (EOIR). The IS may be asked to perform other duties as assigned by the Director of IAP and/or the Executive Director.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Maintain Caseload of Immigration Legal Cases – Weight: 70%
   Standards: Screen and interview clients to determine their qualifications for immigration program assistance, prepare various immigration related forms, petitions, and applications. Maintain case files for legal clients for IAP.
2. Community Outreach – Weight 10%
   Standards: Assist the IAP Director with planning outreach events in the community. Provide referrals as appropriate to individuals seeking assistance, and attend meetings in the community in the director’s absence.
3. Maintain Accreditation Standards of R&A Program through trainings & research – Weight: 10%
   Standards: Attend Immigration Law training workshops and conferences. Keep abreast of national, regional and local trends in immigration programs, and maintain and increase knowledge of immigration law and policies through daily reading (email listservs, publications, etc.) and participation in webinars, staff meetings, and periodic offsite training.
4. Administrative and Other Duties as Assigned – Weight: 10%

Qualifications:

1. Education: Associate’s degree or higher in lieu of work experience
2. Experience: 1 yr. work or training in case management, preferably in non-profit sector and in a field related to legal services or social work
3. Licenses: N/A
4. Skills/Abilities: Bilingual (Spanish) required; Proficient in Microsoft Office programs and general computer use, ability to communicate with all types of clients, possess cultural competency and cross-cultural communication skills, strong organizational skills, attention to detail; knowledge of immigration field desired, but not required.

Job Status: Full-time (non-exempt), contingent upon grant funding.
Reports to: Director of the Immigration Assistance Program
Application instructions/deadline: Applications will be accepted on a rolling basis. To apply, please send cover letter, resume, and three (3) references to aallen@ccsnn.org and include in the subject line: Immigration Specialist.