



Position: Case Worker/DOJ Partially Accredited Representative
Department/Program Focus: Immigration Integration Help Center (IIHC)
Classification: Non-exempt (at will), Full-time
Compensation: \$ 17.00-\$23.00
Reports to: Director of Immigration Services/Deputy Director of Immigration Services

Job Description

The 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 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 and during free community immigration workshops and legal clinics.

Essential Duties and Responsibilities:

- The DOJ Representative 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

Qualifications:

- 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.

Education and Experience:

- Completed or currently working on a Baccalaureate Degree related to serving the community;
- 2-3 years of immigration law experience (internships or employment-based client representation);
- Intermediate to advanced knowledge of immigration law.

Desired Skills and Abilities:

- Ability to connect clients to existing resources;
- Strong legal research capabilities;
- Excellent legal writing ability;
- Excellent interpersonal and team skills;



- Ability to thrive in a flexible, fast-paced, and growth-oriented environment;
- Ability to explain complex legal procedures to diverse audiences;
- High analytical abilities to spot issues and plan legal services for clients.

Work Environment and Physical Demands:

- 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.
- Standing for extended periods, kneeling, bending, pushing and pulling, sitting, and the ability to lift 25 pounds and carry 15 pounds.
- Facility to hear and understand speech at normal room levels.

Employment Status:

- Full-time permanent position (****the DOJ Partial Accredited Representative will be required to participate in evening or weekend activities as required****);

Expected Hours of Work:

- Monday-Friday, 8:00 am – 5:00 pm (*some weekends).

Compensation & Benefits:

- The Case Worker/DOJ Partial Accredited Representative will receive accrued vacation on a yearly basis and sick pay.
- Medical, Dental, & Vision

Travel:

- This position may require some travel, primarily short distance.

Other Duties:

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, and/or responsibilities required of the employee for this job. Duties, responsibilities, and/or activities may change at any time with or without notice.