

## **Job Description – Immigration Coordinator (Caseworker II)**

### **General Summary:**

Under the supervision of the Division Director, the Immigration Coordinator provides assistance to immigrants in accordance with IILA's mission and contractual obligations.

### **Essential Functions:**

- Conduct community outreach for immigration services, including workshops and group presentations (char/as).
- Coordinate caseload and file management in the Unaccompanied Minors unit.
- Work with Managing Attorney and reception to ensure prompt responses to client requests. Provide guidance to other immigration workers regarding correct procedures.
- Perform initial intake for immigration services and assess immigration status and applicable legal remedies for clients.
- Provide information and assessment on citizenship procedures.
- Under the guidance of an attorney or accredited representative, performs paralegal casework and application preparation for asylum applications, court representation, immigrant visa processing, adjustment of status, U-visas, VAWA, and other remedies. Under the guidance of an attorney or accredited representative, prepare case notes regarding case strategy and goals.
- Help clients meet documentary requirements related to various Immigration procedures. Maintain accurate immigration records and reviewing all files periodically to ensure timely applications, submissions and follow up on all communications regarding filed petitions. Assist attorney in the preparation and submission of applications for relief before the Immigration court.
- Ensure compliance with case file management and reporting requirements and with grant requirements.
- Maintain confidentiality of records and transactions between clients and agency. Provide appropriate bilingual and bicultural supportive services; linkage to community resources, outreach and assistance to the applicant in the utilization of those resources.
- Perform other duties as assigned.

### **Job Requirements:**

- Bachelor or Associates degree with two years of experience in a related field or high school diploma/GED and five years of experience in a related field.
- Must have computer skills in Microsoft Word and Excel and type 45 wpm.
- Must possess excellent verbal and written communication skills and possess fluency in both English and Spanish.
- Must possess own transportation, have a valid California Driver's License and proof of current automobile insurance and a clean driving record.

## **Desirable Qualities of Successful Candidate:**

- Ability to understand and carry out oral and written directions.
- Ability to relate well with the public.
- A demonstrated commitment to immigration rights or other community or grass-roots commitment.
- Ability to be flexible, self-directed, and responsible.
- Ability to organize, prioritize, and a commitment to accomplishment.
- Willingness to develop professional and technical skills.
- Ability to seek out and provide support for others as a team member.
- Have a proactive, solution-oriented approach to problem solving.
- Ability to be an appropriate role model.
- Ability to demonstrate emotional maturity.
- Ability to accept and value diversity in a multi-lingual and cross-cultural environment.
- Follow through on all duties and tasks assigned.

## **Physical Demands:**

- Intermittent or sometimes continuous sitting, walking, standing, bending, squatting, climbing, kneeling and twisting.
- Frequent typing and use of computer.
- Must be able to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead and lift up to 20 lbs.

## **Job Site Location:**

435 South Boyle Avenue  
Los Angeles, CA 90033

The International Institute of Los Angeles is an equal opportunity employer. Women and minorities are encouraged to apply. All applicants who feel that they qualify for this position are required to complete an IILA employment application form and submit a resume. Interested applicants can obtain an application on our web site at [www.iiloangeles.org](http://www.iiloangeles.org) or at 3845 Selig Place, Los Angeles, CA 90031. Position will remain open until filled.

**Please forward your cover letter, resume, completed application and a copy of your DMV printout to:**

Veronica Leon  
International Institute of Los Angeles  
3845 Selig Place  
Los Angeles, CA 90031

Qualified applicants will be contacted for an employment interview. References will be required at the time of interview.