

## Job Announcement – Immigration Caseworker I

### General Summary:

Under the supervision of the Division Director, the Immigration Caseworker will provide assistance to immigrants in accordance with IILA's mission and our contractual obligations.

### Essential Functions:

- Under the guidance of an attorney or accredited representative, performs paralegal casework to assist with application preparation for the immigrant community, including applications for DACA, green cards, citizenship, family petitions, U-visas, TPS, and other remedies.
- Conduct community outreach for immigration services.
- Perform initial intake for immigration services to assess immigration status and applicable legal remedies for clients
- 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.
- Translate documents related to immigration casework.
- Assist clients in direct translation support as needed.
- 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 or high school diploma/GED and two years of clerical experience in a related field.
- Must have proficient computer skills using Microsoft Word and Excel.
- Must possess excellent verbal and written communication skills and possess fluency in both English and Spanish.

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

- 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 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.
- Abilities required by the job include near and distance vision, talking and hearing.

## **Salary Range:**

The salary range for this position starts at \$18.00/hour.

## **Benefits Package:**

We offer an excellent benefit package, which includes Medical, Dental, Vision, Basic Life and AD&D, Voluntary Life, Accident and Critical Illness insurance options along with a generous Paid Time Off program, 10 Paid Holidays and a 401 (k) retirement plan with a generous Safe Harbor Match and an annual profit sharing contribution (vesting applies). We also work a standard 37.50-hour work week.

## **Job Site Location:**

3845 Selig Pl. Los Angeles, CA 90031

## **Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application, found on our website at [www.iilosangeles.org](http://www.iilosangeles.org).

**IILA will not accept resumes in lieu of an employment application.**

Send resume and application to:

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