



TITLE: Case Worker		CLASSIFICATION: Exempt; Non-Exempt Full-time Part-Time
DEPARTMENT/PROGRAM: Immigration Integration Help Center (IIHC)		
REPORTS TO: Immigration Services Program Manager		COMPENSATION: \$18 - 21
DATE REVISED: 06/21/2023	APPROVED FOR USE: 6/21/2023	

Job Summary:

The Case Worker provides immigration legal 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 the Code of Ethics and Conduct. They support clients 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.

Duties and Responsibilities:

- The Case Worker manages 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, including 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 facilitate referrals as needed
- Provides direct immigration legal services to Spanish speakers, 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

Knowledge, Skills, and Experience:

- Completed or currently working on a Baccalaureate Degree related to serving the community
- 2-3 years of immigration law experience (paid or unpaid)
- demonstrated knowledge of immigration law
- Valid CA driver's license.
- bilingual and bi-literate in English and either Spanish or Hmong
- Experience working with clients or customers from diverse backgrounds
- Experience communicating and working in a Google & Mac environment
 - proficiency using MS Office suite (Word, Excel, PowerPoint, Publisher)
- Experience working with case management systems and employee portals.

Additional Duties:

- Confidentiality/Privacy compliance - Treats all client, member, and employee information as sensitive and confidential.
- Quality Improvement - Participate in quality improvement activities and contribute towards the overall performance improvement of the department and organization
- Safety - All employees will participate in the ELF safety program

Environmental Conditions & Physical Requirements:

- Fast-paced 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.
- Facility to hear and understand speech at normal room levels.

Schedule:

- Monday-Friday, 8:00 am – 5:00 pm (*some weekends & Evenings).
- This position may require some travel, primarily short distance.

Physical Requirements:

- Must be able to lift up to 20 pounds and push up to 50 pounds (on wheels).
- Must hear staff on the phone and those served in person and speak clearly to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work; must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.