

**Job Description – Immigration Caseworker**

**General Summary:**

IILA has a proud heritage in defending the rights of immigrants and immigration legal services have been part of our mission since our founding in 1914. We have participated in virtually every refugee and immigration program of the modern era, including the Silva Letter, Cuban Adjustment, NACARA, dreamers/DACA, and numerous other cases. In 2016, we were proud to join in an Amicus brief filing in the important and successful case of Santos M. regarding SIJS issues in California Courts.

We are seeking an Immigration Caseworker to join our tight-knit, dynamic, hardworking, passionate and committed Immigration Legal Services team. The right candidate will value collaboration and will also have the ability to work independently. S/he will also be passionate about social justice for immigrants.

The Immigration Caseworker will work to support attorneys representing unaccompanied minors in their removal proceedings.

**Essential Functions of the Job:**

* Under the guidance of an attorney, performs paralegal casework to assist with application preparation for unaccompanied minors, including applications for TVPRA Asylum, Special Immigrant Juvenile Status (“SIJS”), U Visas, T Visas, and other remedies.
* Assist attorneys in preparing and filing motions and applications before the immigration court and probate and family court in SIJS cases.
* Perform initial intake for unaccompanied minors to assess immigration status and applicable legal remedies.
* Help clients gather supporting documents related to various immigration procedures.
* Maintain accurate immigration records and review 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 attorneys with data reporting requirements and other administrative matters.
* Conduct community outreach for immigration services.
* Maintain confidentiality of records and transactions between clients and agency.
* Work with the Directing and Managing Attorney and reception to ensure prompt responses to client requests.
* 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 by the directing and managing attorney.

**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.
* Ability to accept and value diversity in a multi-lingual and cross-cultural environment.
* Follow through on all duties and tasks assigned.
* A demonstrated commitment to immigration rights or other community or grassroots organizations.
* Ability to seek out and provide support for others as a team member.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Intermittent or sometimes continuous sitting, walking, standing, bending, squatting, climbing, kneeling and twisting.
* Daily keyboarding and use of computer for a minimum of four hours.
* Must be able to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
* Must be able to lift up to 20 lbs.

**Salary Range:**

The salary for this position begins at $19.00/hr.

**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 web site at [www.iilosangeles.org](http://www.iilosangeles.org)

Send resume and cover letter, to:

Veronica Leon

International Institute of Los Angeles

3845 Selig Place

Los Angeles, CA 90031

(323) 224-3800

vleon@iilosangeles.org

**About IILA:**

The International Institute of Los Angeles was founded in Boyle Heights in 1914 by the YWCA to support immigrant women arriving from Europe and East Asia make a successful transition to living and working in their new country. Formally incorporated in 1935, IILA has always been an advocate for the fair treatment of refugees and displaced people, including opposing the unjust treatment of Japanese Americans in World War II. Among those we have assisted over the decades include Soviet dissidents, youth fleeing violence in Central America, Vietnamese and Hmong refugees, and, currently, Afghan refugees and asylum seekers.

IILA’s mission is to help families become self-sufficient and to promote cross cultural understanding. IILA serves thousands of families and children every year through its nine State funded pre-schools, network of childcare providers, nutrition program for children, immigration legal services, refugee resettlement program, case management services for unaccompanied minors and survivors of human trafficking, and other services.

To learn more about us, please visit our website at [www.iilosangeles.org](http://www.iilosangeles.org)