

Job Description - DOJ Accredited Representative

Job Title: DOJ Accredited Representative

Location: Spokane, WA

Employment Type: Full-time, Monday-Friday 9am- 5pm (weekends as needed)

Hourly Wage: \$30-\$32 per hour

Benefits: Medical, Dental, and Vision, paid time off (PTO and holidays)

Reports to: Immigration Attorney and or Executive Director

Job Summary

This position provides assistance to clients of the Immigration Legal Services program as directed by the DOJ Accredited Representatives, participates in and observes client/DOJ Accredited Representative interviews, and completes required courses and trainings in immigration law in preparation for submitting an application to the US Dept of Justice, Office of Legal Access Programs to become a "DOJ Accredited Representative." This position is based in Spokane, WA. Must be willing to travel to Spokane for selected meetings and trainings. This position requires speaking and writing fluency in both Spanish and English.

Simple to Moderate cases:

- Daca Renewal (I-821D)
- Citizenship (N-400, N-600, N-648)
- Adjustment of Status (I-485)
- Family Based (I-130)
- VAWA Cases(I-360)
- SIJS Cases (I-360)
- Asylum Step #1 processes (depending on attorney status) (Affirmative Asylum: I-589 DOJ Rep)
- Fee Waiver (I-912)
- Employment Authorization Document (I-765 + WS)
- Removal of Conditions (I-751)
- Reduced Fee (I-942)
- Change of Address (AR-11)
- Consular Process (DS-260)
- Affidavit of Support (I-864)

Job Duties/Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties/responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties/responsibilities of this job.

1. Receives and returns phone calls and e-mail messages to the Immigration program from clients and persons seeking immigration legal services.

Job Description - DOJ Accredited Representative

2. Conducts interviews with potential clients to determine whether immigration legal relief is available.
3. Provides Legal Services and representation to immigration clients according to LES policies and procedures. Services include interviewing clients, preparing applications for immigration relief, drafting client declarations, and submitting cases to U.S. Citizenship and Immigration Service
4. Provides assistance with completion of requirements to the Department of State, including consular processing, uploading and or sending documents to the National Visa Center, preparing visa applicants for interview, and following up with US consulates and embassies abroad as needed
5. Represents clients in interviews before the U.S. Citizenship and Immigration Service as appropriate
6. Enrolls in and completes all trainings, courses and presentations on immigration law and procedure as directed by the Chief Program Officer and/or DOJ Accredited Representatives. Completes written studies (books, manuals, articles, etc.) in immigration law and procedure as directed.
7. Meets once per week with Immigration Attorney and or ILS consulting immigration attorney as instructed by Executive Director.
8. May shadow Immigration Attorney during selected meetings with ILS clients for training purposes.
9. Assists clients in identification of documents required, and with how to obtain them.
10. Refers clients to other immigration service providers, attorneys or other agencies when warranted due to inability of LES Immigration Legal Services to provide appropriate assistance.
11. Identifies clients' non-immigration needs and makes appropriate referrals within LES or other appropriate social service agencies.
12. Assists ILS staff in providing outreach and educational programs in parishes and other community locations as directed.
13. Compiles and makes photocopies of documents and forms to be submitted to USCIS, the National Visa Center, EOIR, and other federal immigration entities. Prepares documents and forms to be mailed according to instructions from program attorney and other staff.

Job Description - DOJ Accredited Representative

14. May assist Legal Assistant in preparing, organizing and maintaining hard-copy legal files according to legal best-practice standards.
15. Enters, completes and maintains client information and documents in the LawLogix, or other electronic case management/file management system.
16. Oversees inventory of office supplies, forms, flyers and other office documents and assists in ordering such supplies when needed.
17. May prepare and process billings and other documents for services. Collects service fees from clients and provides receipts. Processes fees according to agency financial procedures.
18. Collects and prepares statistical and other information for reporting to LES administration and other stakeholders.
19. May draft, edit and proofread documents to assure accuracy of Spanish/English translation.
20. Uses appropriate administrative, fiscal, physical, and technical safeguards to ensure the confidentiality, integrity, and security of LES client information, including protected health information (PHI), per regulations outlined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
21. As a mandated reporter, follows all procedures outlined in agency policies and procedures to report to the proper agency when there is suspicion and/or confirmation that a child or adult has been a victim of abuse or neglect.
22. Performs as a team member to assure that productivity outcome measures are achieved.
23. Performs related functions necessary to support the mission and core values of Latinos En Spokane.

Job Qualifications

To perform this job successfully, an individual must meet the minimum qualifications listed below. These qualifications are representative of the knowledge, skill and/or ability required to perform this job.

Education/Experience: to perform this job successfully, an individual must have a Bachelor's degree, preferably in the human services field. Knowledge of immigration law and USCIS procedures and/or a paralegal certificate preferred. Should complete all training requirements

Job Description - DOJ Accredited Representative

and submit all documents, for accreditation by the Department of Justice, within the first six months of employment.

Certificates/Licenses: Must possess a valid Driver License and ability to drive for work use. Successfully pass background check applicable to position.

Physical Abilities: To perform this job successfully, an individual must be able to:

- *Regularly* sit, stand, climb, walk, hear/listen, talk
- *Frequently* lift up to 30 pounds, pull/push, carry, grasp, reach
- *Occasionally* crawl, stoop, kneel
- Clearly see 20+ feet, with or without corrective lenses, ability to focus

Mental & Other Skills/Abilities: To perform this job successfully, an individual must have the:

- **Adaptability:** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation. Willingness to work occasional alternative hours, such as evenings and Saturdays, as needed.
- **Analytical Ability:** ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- **Attendance:** ability to consistently arrive and be able to work as scheduled.
- **Computer/Technical Ability:** working knowledge of: Word Processing software, Spreadsheet software, Accounting software and Internet software preferred.
- **Dependability:** ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- **Interpersonal Skills:** ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- **Language Ability:** ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. **Must have both**

Job Description - DOJ Accredited Representative

oral and written fluency in Spanish and English and ability to translate official government documents from English to Spanish and from Spanish to English.

- *Mathematical Ability:* ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- *Motor Coordination:* the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
- *Problem Solving Ability:* ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- *Quality Management:* ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- *Reasoning Ability:* ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- *Supervisory Skills:* this position has no supervisory responsibilities.