



JOB DESCRIPTION

Job Title: DOJ Accredited Representative

Organization: Latinos En Spokane

Status: Exempt | Salaried | Full Time (40h week)

Salary: \$65,000 - \$75,000

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

Reports to: Executive Director

About Latinos En Spokane:

Latinos En Spokane (LES) is a Latino and immigrant-led 501C3 non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion.

Position Summary:

The Fully Accredited Representative will provide legal representation and support to clients seeking immigration relief. This role involves conducting legal consultations, preparing and filing immigration applications, and representing clients before the Executive Office for Immigration Review (EOIR), and U.S. Citizenship and Immigration Services (USCIS). The representative will work closely with a team of legal professionals and advocates to ensure clients receive high-quality legal services and community support

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)

1502 N. Monroe Ave
Spokane, WA 99201

Tel (509) 558-9359

info@latinosenspokane.org
WWW.LATINOSENSPOKANE.ORG



- Affidavit of Support (I-864)

Advocacy and Outreach:

- Collaborate with community organizations and stakeholders to advocate for immigrant rights.
- Participate in community outreach efforts, including legal workshops and information sessions.
- Work with the organization's leadership to develop and implement advocacy strategies.

Compliance and Reporting:

- Ensure compliance with DOJ and organizational policies, procedures, and ethical standards.
- Attend trainings to maintain full OLAP accreditation from the Department of Justice.
- Prepare and submit reports as required by the organization and funding agencies.
- Stay current on changes in immigration law and policy, and adapt practices accordingly

Qualifications:

- Bachelor's degree, preferably in the human services field.
- Certification: DOJ Accreditation
- Valid Driver License and ability to drive for work use.
- Successfully pass background check applicable to position.

Physical Abilities:

- Regularly sit, stand, climb, walk, hear/listen, talk.
- Frequently lift up to 30 pounds, pull/push, carry, grasp, reach.
- Occasionally crawl, stoop, kneel.
- Clear vision, with or without corrective lenses, and ability to focus.

Mental & Other Skills/Abilities:

- Adaptability, analytical ability, and attendance.
- Computer/technical ability, dependability, and interpersonal skills.
- Judgment, language ability (English/Spanish fluency), and mathematical ability.
- Motor coordination, problem-solving ability, and quality management.
- Reasoning ability, no supervisory responsibilities.

Workplace Environmental Conditions:

- Noise conditions, exposure to trauma, heat, cold, and atmospheric exposures.



Responsibilities:

Client Communication and Initial Assessment:

- Receive and respond to phone calls and emails from clients and individuals seeking immigration legal services.
- Conduct interviews with potential clients to assess eligibility for immigration relief.

Legal Services and Representation:

- Provide legal services and representation, including interviewing clients, preparing applications, and drafting client declarations.
- Assist with Department of State requirements, consular processing, and document submission to relevant authorities.
- Represent clients in interviews before the U.S. Citizenship and Immigration Service as appropriate.

Training and Professional Development:

- Enroll in and complete all required trainings, courses, and presentations on immigration law and procedure.

Collaboration and Meetings:

- Meet weekly with Immigration Attorney and/or ILS consulting immigration attorney as directed.
- Shadow Immigration Attorney during selected client meetings for training purposes.

Client Assistance and Document Management:

- Assist clients in identifying and obtaining required documents.
- Refer clients to other immigration service providers or agencies when necessary.
- Identify non-immigration needs of clients and make appropriate referrals within LES or other social service agencies.
- Compile and make photocopies of documents for submission to immigration entities.
- Assist Legal Assistant in preparing and organizing legal files.

Administrative Tasks:

- Enter and maintain client information in case management systems.
- Oversee office supplies inventory and assist in ordering as needed.
- Prepare and process billings and other documents for services, following agency financial procedures.



- Collect and prepare statistical information for reporting to LES administration and stakeholders.

Language and Translation Services:

- Draft, edit, and proofread documents for accurate Spanish/English translation.

Confidentiality and Reporting:

- Ensure confidentiality, integrity, and security of client information per HIPAA regulations.
- Follow mandated reporting procedures for suspicion or confirmation of abuse or neglect.

Others responsibilities:

- Collaborate with other departments and teams to facilitate effective communication and information sharing across language barriers.
- Handle sensitive information with discretion and maintain a high level of confidentiality.
- Stay informed about industry trends, language advancements, and cultural developments to enhance professional skills.
- Be adaptable and flexible in responding to changing priorities and needs of the organization.
- Demonstrate cultural sensitivity and awareness to navigate language nuances and potential cultural differences. Assist in fostering a multicultural and inclusive environment within the organization.

To Apply:

Please submit a cover letter, resume, and three professional references to info@latinosenspokane.org with the subject line “Bilingual Small DOJ Accredited Representative”. Applications will be accepted until the position is filled.

At Latinos En Spokane, we are committed to fostering diversity and equal opportunity. We encourage individuals from underrepresented communities to apply

Acknowledge for hired employee:



I have received, reviewed and fully understand the job description for Bilingual Small Business Project Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Printed Name _____

Signature _____ Date: ____/____/____