



Assistant Immigration Clinic Coordinator

Office of Human Resources

Job Type: Full-time, Non-Exempt Status

Date Posted: August 18, 2022

Position Summary:

The Assistant Immigration Clinic Coordinator is responsible for supporting the coordination and administration of the clinic. This person will work under the direction of the Program Coordinator, assisting in the coordination of clinic nights, case management, and volunteer supervision.

Responsibilities:

- **Immigration Clinic sessions** – attending clinic sessions, assuring that volunteer teams are staffed, immigrant friends are present and provides support to teams throughout the case process.
- **Case Management - manages** data base, monitoring of case deadlines, assists Program Coordinator with the filing of i589 asylum applications and i-765 Employment authorization applications, to include printing, compiling, and assembling supportive documents. Assists with referrals to other agencies for services that the immigrant friend might require.
- **Volunteer Management** – assists Program Coordinator with the recruitment and training of new volunteers. Makes team assignments and provides supervision to volunteers.
- **Translation Management** – Reviews translations and the completion of certificates of translation, as well as assists with the translation of clinic materials.
- **Professional Development** – Attends immigration law webinars and training to increase knowledge of asylum law.

Core Competencies

- **Attention to Detail** – able to attend to the multiple parts of the asylum process, keeping the larger picture in mind while attending to the smallest of details which are critical to the development of a compelling asylum application.
- **Integrity and Trust** – able to uphold confidentiality; practices direct and transparent communication.
- **Interpersonal Skills** – able to foster collaborative relationships with staff, volunteers and immigrant friends
- **Time Management** – use time effectively and efficiently; able to prioritize
- **Initiative & Self Direction** – motivated, adaptable with good problem resolution skills
- **Personal Resilience** – able to remain calm in highly sensitive situations; ability to shift gears and act with flexibility and patience.

Minimum Qualifications

- Bachelor's Degree in Human or Social Services
- Bi-lingual in Spanish.; Haitian Creole a plus.
- 1-2 years' experience in community-based services, social work or related field.
- Familiarity and ease with computer technology and navigating online databases.
- Ability to interact well with diverse individuals and groups and working with vulnerable or traumatized populations.

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