



Kentucky Refugee Ministries, Louisville
Legal Caseworker (full-time)

The Immigration Legal Services Office at KRM Louisville is currently comprised of two attorneys, one Board of Immigration Appeals (“BIA”) accredited representative, and a legal caseworker.

The legal services office handles a variety of cases including, and not limited to: family based immigrant visa petitions, consular processing, citizenship, refugee based adjustment of status cases, Cuban Adjustment Act (“CAA”) based adjustment of status cases, processing of CAA based Employment Authorization Documents (“EAD”), marriage based adjustment of status cases, representation in removal proceedings, affirmative as well as defensive asylum applications, Special Immigrant Juvenile Status cases, and other non-employment based immigration legal matters with a focus on humanitarian cases.

KRM is one of only three agencies in the Commonwealth of Kentucky that provides low cost immigration legal services to refugees and immigrants. As such the legal staff have very high caseloads. The position of Legal Caseworker has been created to ease the burden of administrative work and other legal work traditionally done by legal assistants and paralegals. However, the legal caseworker position is also designed to incorporate the overall mission of KRM and includes community outreach, and direct client services.

An ideal candidate for this position should have an established commitment to social justice. Unlike other departments within KRM, the legal office provides services to clients who are neither refugees nor Cuban nationals. The legal office is striving to reach out to other underrepresented immigrant groups in the U.S. The legal case worker position will include community outreach to other immigrant groups in the state.

The legal caseworker is responsible for assisting with many clerical/administrative tasks which include the maintenance of legal services

office client files, assisting in improving the office's electronic filing and case management system, meeting with legal services office clients to follow up case work, transporting eligible clients to and from USCIS for expedited EAD cases, maintaining and updating several spreadsheets tracking legal services offices case work, and other administrative duties.

This position requires all candidates be fluent in Spanish. This job requirement is non-negotiable.

Essential Duties

- **Hours: Monday through Friday, 9am – 5pm. Due to limited space and attorney schedules, this is a set schedule;**
- Maintain legal service office client files when requested by legal services staff;
- Take leadership over office organization and case management systems in the legal services office, including collaboration with current staff to improve and develop case management;
- Train office volunteers and interns concerning administrative duties
- Manage intern and volunteer schedules
- Provide direct services to expedited EAD clients (Cuban “CHEP” clients), including transportation to and from the local USCIS office;
- Provide interpretation and translation services for legal services staff;
- Maintain legal services calendar and schedule appointments for legal services staff;
- Attend community events and participate in community outreach efforts to attract a more diverse client base for legal services office;
- Work with other KRM staff and assist in planning outreach and fundraising events;
- Participate in KRM staff development and meetings to develop the intersection between the legal services office,
- Maintain several time sensitive spreadsheets for legal services office;
- Assist with handling legal services office mail, including mailings to clients, organizing the mailing system for the legal services office;
- Maintain electronic case files for legal services office;
- Assist with copying and scanning of files;
- Meet with legal services office clients to gather information and documents for immigrant visas and consular processing cases; and
- Arrange and organize filings for consular processing.

Agency Profile

Founded in 1990 as a nonprofit agency, Kentucky Refugee Ministries is a local affiliate of Church World Service and Episcopal Migration Ministries, two of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the U.S. through the State Department's Refugee Admissions Program. Currently, KRM is receiving refugee arrivals from Afghanistan, Bhutan, Burma, Burundi, Congo, Cuba, Ethiopia, Eritrea, Iraq, Syria, Somalia and Sudan.

Since 1995, through the Church World Service/Immigration and Refugee Program (CWS/IRP), KRM has also assisted Cuban/Haitian entrants admitted under a special program for Cuban immigration administered by USCIS. Under this program, KRM's Cuban/Haitian office is also authorized to assist Cubans and Haitians who are paroled into the U.S. KRM's Louisville office currently receives around 500 refugee and 300 Cuban arrivals a year.

Kentucky Refugee Ministries secures housing and medical care for refugees and provides them with comprehensive case management including employment services, educational and cultural orientation programming, and specialized programs for refugee youth and elders. KRM also offers classes for refugees and immigrants preparing to apply for U.S. citizenship.

Job Requirements

- **Spanish fluency required**
- Strong computer and organizational skills, including proficiency in MS Excel.
- **Hours: Monday through Friday, 9am – 5pm. Due to limited space and attorney schedules, this is a set schedule. If legal caseworker attends community meetings after hours related to job duties, they can apply flex time with supervisor approval.**
- Ability to drive and transport clients by car.

Specialized Skills

- Strong interpersonal skills needed to interact with clients.
- Ability to work with clients of diverse nationalities and cultures.
- Comfort working with limited-English-proficient clients and utilizing bilingual interpreters.
- Applicants should be detailed-oriented and capable of providing clear documentation of services.
- Team-orientation; ability to work in coordination with agency staff.

- Strong outreach skills; ability to network with other agencies, Louisville Metro Government, local religious and other organizations.
- Patience and strong commitment to client care.

Salary and Benefits

This is a full-time position. Salary commensurate with experience and background. Benefits: Medical, dental and life insurance; paid vacation, holidays, sick and personal days.

To Apply

Interested applicants should reply by email only--referencing "Legal Caseworker" in the subject line of the email—with a résumé and cover letter to

John Koehlinger
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Kentucky Refugee Ministries
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(502) 479-9180 x511
Email: jkoehlinger@kyrm.org

Selected candidates will be contacted for an interview.

Date Posted: May 1, 2017

Application Deadline: May 29, 2017