



## **Kentucky Refugee Ministries (KRM), Lexington Legal Caseworker (full-time)**

The Immigration Legal Services team at KRM Lexington is currently comprised of two full-time attorneys and a Legal Caseworker. The Legal Caseworker position provides support to both the Immigration Legal Services team and the agency as a whole.

The Immigration Legal Services team handles a variety of cases including, but not limited to: family-based immigrant visa petitions, consular processing, citizenship, refugee-based adjustment of status, representation in removal proceedings, affirmative and defensive asylum applications, Special Immigrant Juvenile Status applications, U visas, and other humanitarian immigration legal matters.

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 attorneys have high caseloads. The position of Legal Caseworker performs 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 to assist refugees and immigrants in their adjustment to life in the U.S. The Immigration Legal Services team is striving to reach out to underrepresented immigrant groups in the U.S. The Legal Caseworker position will include community outreach to some of these groups.

The Legal Caseworker will be responsible for assisting with clerical/administrative tasks including the maintenance of client files, assisting in improving the team's electronic filing and case management system, meeting with Immigration Legal Services clients to follow up case work, maintaining and updating several spreadsheets tracking legal case work, billing, and other administrative duties.

### **Essential Duties**

- Maintain client files when requested by attorneys;
- Take leadership over documentation organization in the Immigration Legal Services team, including improvement of case management system;
- Maintain legal services calendar and schedule appointments for attorneys;
- Attend community events and participate in community outreach efforts to attract a more diverse client base for Immigration Legal Services;
- Work with other KRM staff to assist in planning outreach and fundraising events;
- Participate in KRM staff development and meetings to maintain collaboration with other teams throughout the agency;
- Maintain several time-sensitive spreadsheets for Immigration Legal Services team;
- Handle Immigration Legal Services mail, including mailings to clients;
- Assist with basic accounting needs and the billing Immigration Legal Services clients,
- Maintain electronic case files for Immigration Legal Services team;
- Copy and scan files;

- Meet with KRM refugee clients and assist them with the completion of family reunification applications through the Affidavit of Relationship programs,
- Meet with Immigration Legal Services clients to gather information and documents for consular processing cases; and
- Arrange and organize filings for consular processing.

### **Agency Profile**

KRM, which began in Louisville in 1990, is a local affiliate of the national network of non-profit agencies authorized to provide resettlement services to refugees admitted to the United States through the U.S. State Department's Refugee Admissions Program. KRM opened the Lexington sub-office in 1999. Since 1990, KRM has served thousands of refugees in various Kentucky communities. KRM serves all clients without regard to race, religion, ethnicity, sexual orientation, gender, or gender identity.

The Immigration Legal Services team is an important component of the overall agency services, which also include reception services for newly-arriving refugee clients (housing setup, airport arrivals), ensuring access to medical care and applicable public benefits for new arrivals, comprehensive case management, employment services, educational and cultural orientation programming, youth services, health education, and other programs. KRM also offers classes for refugees and immigrants preparing to apply for U.S. citizenship.

### **Job Requirements**

- Detailed-oriented and capable of providing clear documentation of services.
- Strong computer skills, including proficiency in spreadsheets and ability to quickly learn new software.
- Outstanding written and verbal communication in English.
- Fluency in a second language preferred.
- Strong interpersonal skills to comfortably interact with diverse group of clients and staff.
- Strong outreach skills; ability to network with other agencies and organizations.
- Patience and strong commitment to client care.
- Commitment to social justice and provision of quality, equitable services to clients regardless of ability to pay.

### **Pay and Benefits**

Pay commensurate with experience. Benefits include medical, dental, vision, and life insurance; paid vacation, holidays, sick and personal days.

### **To Apply**

Interested applicants should submit a résumé and cover letter by 5pm on May 31, 2018 to:

Mary Cobb  
 KRM Lexington Sub-Office Director  
[mcobb@krmlex.org](mailto:mcobb@krmlex.org)