



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

The Immigration Legal Services team at KRM Lexington is currently seeking a Legal Caseworker. The Legal Caseworker provides administrative support to the Immigration Legal Services team in handling a variety of cases including: 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. The team currently has three full-time immigration attorneys and a consistently strong group of legal interns, externs, and volunteers supporting the work. This is a fast-paced work environment, and the successful Legal Caseworker will be able to take initiative, stay on top of tasks, and be central to the whole team's ability to operate smoothly and efficiently.

KRM is one of only four 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 Legal Caseworker performs administrative work and some legal work traditionally done by legal assistants or paralegals. The Legal Caseworker will be responsible for assisting with clerical/administrative tasks including the maintenance of client files, assisting in maintaining the team's electronic filing system, meeting with Immigration Legal Services clients to follow up case work, and maintaining and updating several spreadsheets tracking legal case work, billing, and other administrative duties.

Along with the administrative duties, the Legal Caseworker also maintains his/her own caseload of clients. These clients are in the consular processing stage of bringing family members to join them in the United States. One of the attorneys will work closely with the Legal Caseworker to supervise and offer guidance but the Legal Caseworker will be responsible for prioritizing their time to complete all needed client contact, maintaining records, and gathering documents for these cases.

### **Essential Duties**

- Serve as a receptionist for the Immigration Legal Services team;
- Maintain electronic client files;

- Maintain legal services calendar and schedule appointments and interpreters for attorneys;
- Coordinate with translators preparing document translations;
- 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 billing for Immigration Legal Services clients;
- Copy and scan files;
- Meet with Immigration Legal Services clients to gather information and documents for consular processing cases;
- Arrange and organize filings for consular processing;
- Attend community events and participate in outreach efforts;
- Participate with other KRM staff in periodic office-wide committees or events, as needed; and
- Provide language interpretation during client meetings or phone calls (if employee possesses applicable language skills).

### **Agency Profile**

KRM, which began in Louisville in 1990, and opened the Lexington sub-office in 1999, is a non-profit organization offering a variety of services to refugees and other immigrants resettling in Kentucky. The Immigration Legal Services team is an important component of overall agency programs, which also include resettlement services for newly-arriving refugee clients, comprehensive case management, employment services, educational and cultural orientation programming, youth services, health education, victims' advocacy, therapy for survivors of torture, and other programs.

With clients and staff of many diverse backgrounds, KRM does not conduct religious activities or messaging, and proudly serves all clients regardless of race, religion, ethnicity, national origin, gender, gender identity, or sexual orientation.

### **Job Requirements**

- Strong written and oral English
- Fluency in additional language(s) relevant to immigrants in Lexington is desired, but we will consider otherwise strong candidates with no additional language skills
- Detailed-oriented, organized, and capable of providing clear documentation of services

- Computer skills, including proficiency in spreadsheets
- Outstanding interpersonal and communication skills
- Responsible and able to meet deadlines
- Commitment to social justice and provision of quality, equitable services to clients regardless of background, immigration status, or ability to pay
- Experience working with immigrants or people from cultures different than your own, would be beneficial
- Bachelor's degree or equivalent preferred but not required

#### **NOTE**

Due to the public health situation with COVID-19, KRM is currently conducting a substantial portion of the work remotely, with some in-office days. When public safety allows for more in-office time, this position will be full-time in-office.

#### **Pay and Benefits**

This is a full-time job (hourly, but at 40 hours/week), primarily during regular business hours, with a desired start date during September 2020. Pay will be discussed with serious applicants, with some flexibility in the starting pay depending on qualifications. Benefits include medical, dental, vision, and life insurance; paid vacation, paid holidays, sick and personal days.

#### **To Apply**

This position will remain posted until filled, but the first round of interviews will begin on or around September 10, 2020. Applicants should submit a résumé, cover letter, and contact information for 3 professional references no later than 5pm on September 8 to be considered. (Applicants would be alerted before any references would be contacted.)

Please submit application materials via email, with “Legal Caseworker” in the subject line:

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

Cc: Emily Jones  
Senior Immigration Attorney  
[ejones@krmlex.org](mailto:ejones@krmlex.org)