



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

[Kentucky Refugee Ministries, Inc. \(KRM\)](#), a non-profit organization, is dedicated to providing resettlement services to refugees through faith- and agency-based co-sponsorship in order to promote self-sufficiency and successful integration into our community. KRM is committed to offering access to community resources and opportunities and to promoting awareness of diversity for the benefit of the whole community. KRM's [Legal Services](#) teams offer a broad range of humanitarian- and family-based immigration legal services. These services are generally open to community members of all immigration statuses, regardless of whether or not they arrived as a refugee.

The Immigration Legal Services Office at KRM Louisville is currently comprised of three attorneys, three Department of Justice (DOJ) accredited representatives, and two legal caseworkers. Due to the recent transition of one legal caseworker to a DOJ representative position, we are adding a third legal caseworker – Spanish fluency preferred—to our team.

The legal caseworker position provides administrative support to the attorneys and DOJ representatives. The legal caseworker is responsible for clerical/administrative tasks including maintenance of legal office client files, assistance in maintaining the office's electronic filing and case management system, ongoing documentation and data management, meeting with legal services office clients to follow up on case work, and other administrative duties. The legal caseworker must adhere to policies that support KRM attorneys' and representatives' duties to clients, including confidentiality and communication.

KRM's legal office represents clients of diverse backgrounds and immigration statuses, and any candidate must be comfortable providing competent, professional support for *all* KRM's clients.

Essential Duties

- Maintain electronic and physical case files for legal services office, including consistent and accurate documentation
- Assist with handling legal services office mail, including mailings to clients, organizing the mailing system for the legal services office
- Assist with copying and scanning files
- Maintain legal services calendar and schedule appointments for legal services staff

- Support office organization and case management systems in the legal services office, including collaboration with other staff to maintain effective case management
- Train office volunteers and interns concerning administrative duties
- Provide or coordinate interpretation and translation services for legal services staff as appropriate
- Participate in KRM staff development and meetings
- Maintain several time sensitive spreadsheets for legal services office
- Under attorney supervision, meet with and assist legal services office clients to gather information and documents necessary to apply for immigration benefits

Job Requirements

- ***Fluency in Spanish/language skills Preferred***
- Proficiency using computers and basic office technology (copier, scanner, phone systems), proficiency in Microsoft Office, including Excel, and ability to learn case management software
- Strong organizational and time management skills, including ability to manage multiple priorities and communicate in a professional and timely manner
- Applicants should be detailed-oriented and capable of providing clear and consistent documentation of services
- Hours: Monday through Friday, 9am – 5pm *or* 8am – 4pm

Specialized Skills

- Strong interpersonal skills to interact with clients, colleagues, and community partners
- Ability to work with clients of diverse nationalities and cultures
- Comfort working with limited-English-proficient clients and utilizing bilingual interpreters
- Team-orientation; ability to work in coordination with agency staff
- Patience and strong commitment to client service

Salary and Benefits

- This is a full-time non-exempt position, 40 hours per week
- Salary commensurate with experience and background, starting range of \$22.50 – 23.50 per hour
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days
- 401 (k) retirement plan with 5% fully-vested KRM match after one year of service

Work Arrangements and Vaccine Requirement

- KRM staff are currently required to work at least three days a week, or 60% of scheduled hours, in-person, either in the office or the field. Remaining hours can be

worked remotely. Immediate time-sensitive service requirements may require more than 60% in-office or in-person work; Initial training period may require more than 60% in-office time

- All KRM employees are required to show proof of vaccine against COVID-19

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of ten national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. KRM also has offices in Lexington and Covington, Kentucky. In addition to refugees, KRM serves Afghan, Ukrainian, Cuban and Haitian parolees, and individuals from various countries who have been approved for, or are applying for, asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for immigrants preparing to apply for naturalization. KRM's immigration legal services office provides services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

KRM staff do not engage in any religious messaging in connection to delivery of services.

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 by Thursday, February 29, to

Kathryn Hogg
Senior Immigration Attorney
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: : khogg@kyrm.org

Previous applicants are eligible to apply. KRM will only contact candidates selected for interview.