



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

[Kentucky Refugee Ministries' \(KRM\)](#) legal services office offers a range of humanitarian, path-to-citizenship and family-based immigration legal services. These services are generally open to community members of all immigration statuses. KRM's legal staff is currently comprised of a Legal Director and five Department of Justice (DOJ) Accredited Representatives. KRM is hiring a legal caseworker to provide administrative support to our Legal Director and DOJ Accredited 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, Swahili or Kinyarwanda would be an asset*
- 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
- Pay rate based on experience and background, between \$23.00 – 24.00 per hour
- Medical, dental, vision, life insurance; paid vacation, holidays, sick and personal days
- 401 (k) retirement plan with 2% fully-vested KRM match after one year of service

Work Arrangements

- KRM staff are currently required to work at least four days a week, or 80% of scheduled hours, in-person, either in the office or the field. Remaining hours can be worked remotely.

Agency Profile

A nonprofit organization founded in 1990, Kentucky Refugee Ministries (KRM) serves refugees and immigrants in Kentucky through offices in Louisville, Lexington and Covington.

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 client 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, March 19, to

Sana Abhari
Legal Director
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: : sabhari@kyrm.org

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