



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 position provides 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. In addition to the Legal Caseworker, the team currently has two full-time immigration attorneys and a consistently strong group of legal interns, externs, and volunteers supporting the work. KRM plans to add a third attorney soon.

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. 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

- 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;
- Attend community events and participate in community outreach efforts;
- Work with other KRM staff to assist in planning outreach and fundraising events;
- 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; and
- Arrange and organize filings for consular processing.

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 the overall agency services, 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, and other programs.

With clients and staff of many diverse backgrounds, KRM does not conduct religious activities or messaging, and proudly serves all clients without regard to race, religion, ethnicity, gender, gender identity, or sexual orientation.

Job Requirements

- Bachelor's degree or equivalent preferred
- Strong written and oral English
- Fluency in a second language preferred
- Detailed-oriented, organized, and capable of providing clear documentation of services
- Computer skills, including proficiency in spreadsheets and ability to quickly learn new software
- Outstanding interpersonal skills
- Patience and commitment to client care
- Commitment to social justice and provision of quality, equitable services to clients regardless of ability to pay

Pay and Benefits

This is a full-time job, primarily during regular business hours, with a desired start date as soon as possible during July 2019. Pay will be discussed with serious

applicants, with some flexibility depending on qualifications. Benefits include medical, dental, vision, and life insurance; paid vacation, paid holidays, sick and personal days.

To Apply

Interested applicants should submit a résumé, cover letter, and contact information for 3 professional references no later than 5pm on July 9, 2018. Selected candidates will be contacted for an interview; we anticipate conducting interviews throughout the period of June 28-July 11 or until the position is filled. (Candidates will be alerted before any references would be contacted.)

Please submit application materials via email:

To: Mary Cobb
KRM Lexington Director
mcobb@krmlex.org

Cc: Emily Jones
Senior Immigration Attorney
ejones@krmlex.org