



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

The Immigration Legal Services Office at KRM Louisville is currently comprised of three attorneys, two Department of Justice (DOJ) accredited representatives, and a legal caseworker. Due to increased demand for our services we are adding a second legal caseworker –one fluent in Spanish—to our team.

The legal services office handles a variety of cases including, but not limited to: family based immigrant visa petitions, consular processing, citizenship, refugee based adjustment of status cases, Cuban Adjustment Act (“CAA”) based adjustment of status cases, processing of CAA based Employment Authorization Documents (“EAD”), marriage based adjustment of status cases, representation in removal proceedings, affirmative as well as defensive asylum applications, Special Immigrant Juvenile Status cases, and other non-employment based immigration legal matters with a focus on humanitarian cases.

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 legal staff have high caseloads. The position of Legal Caseworker was created to provide administrative support to the attorneys and DOJ representatives. The legal caseworker is responsible for clerical/administrative tasks which include the maintenance of legal services office client files, assisting in improving the office’s electronic filing and case management system, meeting with legal services office clients to follow up case work, maintaining and updating several spreadsheets tracking legal services offices case work, and other administrative duties. The legal caseworker position is also designed to incorporate the overall mission of KRM and includes direct client services. This position will work on a wide variety of immigration cases.

An ideal candidate for this position should have an established commitment to social justice. In addition to serving KRM’s main refugee and Cuban clients, the legal office provides services to clients who are neither refugees nor Cuban nationals.

### **Essential Duties**

- Hours: Monday through Friday, 9-5 p.m. or 8-4 p.m.
- Maintain electronic and physical case files for legal services office
- Support office organization and case management systems in the legal services office, including collaboration with current staff to maintain effective case management
- Train office volunteers and interns concerning administrative duties
- Manage intern and volunteer schedules
- Provide interpretation and translation services for legal services staff

- Maintain legal services calendar and schedule appointments for legal services staff
- Participate in KRM staff development and meetings
- Maintain several time sensitive spreadsheets for legal services office
- 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 of files
- 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 is required*
- Strong computer and organizational skills, including proficiency in MS Excel
- Hours: Monday through Friday, 9am – 5pm or 8am – 4pm

### **Specialized Skills**

- Strong interpersonal skills needed to interact with clients
- Ability to work with clients of diverse nationalities and cultures
- Comfort working with limited-English-proficient clients and utilizing bilingual interpreters
- Applicants should be detail-oriented and capable of providing clear documentation of services
- Team-orientation; ability to work in coordination with agency staff.
- Strong outreach skills; ability to network with other social service and legal services organizations, Louisville Metro Government, law schools and local faith- and community-based organizations
- Patience and strong commitment to client care

### **Salary and Benefits**

This is a full-time position, 40 hours per week. Salary commensurate with experience and background. Benefits: Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days.

### **Agency Profile**

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department's Refugee Admissions Program.

KRM Louisville also currently serves recently-arrived Cuban immigrants, individuals from various countries who have been approved for asylum and those 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 refugees and immigrants preparing to apply for U.S.

citizenship. KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys, who provide a services to immigrants of all statuses.

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 Monday, October 18 to

John Koehlinger  
Executive Director  
Kentucky Refugee Ministries  
969-B Cherokee Road  
Louisville, KY 40204  
Email: [jkoehlinger@kyrm.org](mailto:jkoehlinger@kyrm.org)

Applicants should also Cc: Kathryn Hogg, Senior Immigration Attorney: [khogg@kyrm.org](mailto:khogg@kyrm.org)

Previous applicants with Spanish fluency are eligible to apply. Only candidates selected for an interview will be contacted.