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<b>Position:</b>	Case Specialist, Immigration Legal Defense Pilot Program
<b>Type:</b>	Full Time
<b>Status:</b>	Exempt
<b>Reports to:</b>	Program Director, Immigration Legal Defense Pilot Program
<b>Salary range:</b>	Available upon request.
<b>Location:</b>	Durham, North Carolina
<b>Updated:</b>	9/27/2021

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### **Position Summary**

The City of Durham contracted JusticeMatters to pilot a two-year Immigrant Legal Defense Pilot Program (the “Pilot Program”) that will (1) increase the identification of undocumented individuals in Durham County who are eligible for immigration relief, including relief from removal; and (2) increase access to trauma-informed immigration legal services to protect due process rights and secure immigration relief. More broadly, this program will promote equity in access to legal relief and demonstrate commitment to the wellbeing of all residents.

The Case Specialist will work closely with an immigration attorney and assist in the provision of pro bono legal services to clients. Ideal candidates will have experience working under the supervision of a licensed attorney and general knowledge of immigration legal processes. Top-notch Case Specialists are team players who provide excellent caseload support to immigration attorneys.

This position requires a very high level of organization and attention to detail, a strong work ethic, intuition, and the ability to manage and prioritize multiple projects simultaneously and work in a fast-paced environment. Additionally, competitive candidates are biliterate in Spanish and English.

### **Duties and Responsibilities**

- Assist immigration attorneys in managing caseload from intake through case close, including client calls and correspondence, conducting client interviews, drafting client statements, processing and filing immigration petitions.
- Draft petitions, motions, and briefs of non-detained clients in removal proceedings primarily before the Charlotte Immigration Court. This includes representation types such as Asylum, Withholding of Removal, Protection under the Convention against Torture, Special Immigrant Juvenile Status, U-Visas, T-Visas, and Cancellation of Removal.
- Ensure entry of timely, accurate, and detailed case data into JusticeMatters' case management systems.
- Gather application and petition information from external parties.
- Keep clients apprised of the progress of their cases.
- Maintain hard copy files and enter data into the case management database.
- Respond to immigration inquiries in a timely manner and adhere to submission deadlines.
- Perform record searches using LexisNexis and various online research tools.
- Schedule client meetings and conduct follow up client meetings as appropriate.
- Liaise between JusticeMatters and courthouse staff.
- Ability to travel to and from the courthouse as needed to progress with cases and meet case deadlines..
- Handle other tasks, as requested by the Program Director.
- Generally promote JusticeMatters and our mission and work.

## **Qualifications and Requirements**

1. A minimum of two (2) years of law-related work experience.
2. Knowledge of USCIS and EOIR filing systems.
3. Excellent analytical and communication (written and oral) skills.
4. Experience in preparing immigration applications, motions, and briefs for review and filling for applications associated with asylum, withholding of removal, protection under the Convention against Torture, special immigrant juvenile status, U-Visas, T-Visas, and cancellation of removal.
5. Ability to manage immigration inquiries, gather required information, and keep clients informed of progress.
6. Proficiency in legal terminology.
7. Proficiency in immigration database software and willingness to learn new case management systems
8. Exceptional recordkeeping and communication skills.
9. Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a fast-paced team environment.
10. Strong organizational skills with an ability to manage large amounts of information, establish priorities, problem-solve, and meet deadlines.
11. The means and willingness to travel (a driver's license and regular access to a vehicle are required). Travel and mileage are reimbursed.

12. Able to travel and attend functions from time to time outside regular business hours.
13. Experience serving survivors of sexual assault, domestic violence, human trafficking, and/or other traumas. (Preferred)
14. Fluency in spoken and written Spanish, required.
15. Strong interpersonal, cultural humility, and cross-cultural communication skills.
16. Proficient in Google Suite and Microsoft Office Suite.
17. Demonstrated commitment to social justice.
18. Support of the mission and vision of JusticeMatters.

## **About JusticeMatters**

JusticeMatters is a faith-motivated nonprofit providing trauma-informed legal services throughout North Carolina and promoting just policies and practices impacting our clients and community. Since 2011 we have been at the forefront of efforts to integrate principles of trauma-informed care in the legal profession – safety, trustworthiness, transparency, collaboration, empowerment, and choice. As we combat the horrors of human trafficking, we bear witness to the courage and resilience of survivors, the sacrifice and grit of caregivers, the expertise and dedication of our collaborative partners, the passion and generosity of our supporters, and our mutual calling to seek justice for the flourishing of our neighbors here in North Carolina.

## **Compensation and Benefits**

- 20-30 days of paid time off, (used for sick, vacation, etc.), dependent upon length of service
- Health insurance coverage for employees 100% paid by JusticeMatters
- Employer contributes \$50/month into Health Savings Account
- Access to health insurance for family members (paid by employee)
- Access to dental and vision insurance (paid by employee)
- Agency pays for professional memberships and relevant trainings
- Provide \$200 stipend toward continuing education
- Flexible work schedule
- Ability to work remotely
- Paid sabbatical after seven (7) years of service, and five (5) years, thereafter

For more information please visit our website at [www.justicemattersnc.org](http://www.justicemattersnc.org) or contact LaToya King at [latoya@justicemattersnc.org](mailto:latoya@justicemattersnc.org). To apply, please send a cover letter and resume to [latoya@justicemattersnc.org](mailto:latoya@justicemattersnc.org).