

# JusticeMatters

---

<b>Position:</b>	Case Specialist, Immigration Law
<b>Type:</b>	Full Time
<b>Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$53,000 - \$58,000
<b>Reports to:</b>	Immigration Section Lead
<b>Location:</b>	Durham, North Carolina
<b>Updated:</b>	12/2/2024

---

## Position Summary

The Immigration Case Specialist will provide immigration case assistance and support for attorneys representing survivors of human trafficking and other traumas. JusticeMatters' legal services help clients overcome legal barriers to safety, stability, and services, which are foundational to the social determinants of health—reducing the risk of future exploitation and increasing opportunities for healing and wellbeing.

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. Additionally, candidates must be biliterate in Spanish and English. Ideal candidates will have experience working under the supervision of a licensed attorney and knowledge of immigration legal processes. Top-notch Case Specialists are team players who provide excellent caseload support to immigration attorneys.

Candidates should demonstrate a strong commitment to access to justice and a readiness to work with low-income communities, communities of color, and immigrant communities to advance equity, resiliency, and civil rights.

## Duties and Responsibilities

- Assist immigration attorneys in managing caseload from intake through case close, including client calls, scheduling, meeting with clients, interpretation and translation, drafting documents and immigration forms, and assisting attorneys with compiling and filing immigration paperwork.
- Ensure entry of timely, accurate, and detailed case data into JusticeMatters' case management systems and maintain hard copy files.
- With attorney direction, keep clients apprised of the progress of their cases.
- Conduct research and record searches using LexisNexis and various online research tools.
- Liaise between JusticeMatters and courthouse staff, as directed.
- Ability to travel to and from the immigration court in Charlotte as needed.
- Understand and uphold ethical obligations and professional responsibilities associated with working at a law firm and as a paralegal.
- Handle other tasks, as requested by the Immigration Section Lead.
- Generally promote JusticeMatters and our mission and work.

## Qualifications and Requirements

1. One to three (1-3) years of law-related work experience (immigration law strongly preferred).
2. Fluency in spoken and written Spanish, *required*.
3. Competency with interpreting and translating in professional settings.
4. Knowledge of USCIS and EOIR filing systems, *preferred*.
5. Familiarity with immigration legal terminology, *preferred*.
6. Ability to manage immigration inquiries, gather required information, and keep clients informed of progress.
7. Exceptional recordkeeping and communication skills.
8. Responsible, self-initiating, and focused, with proven ability to work both independently and collaboratively in a team environment.
9. Excellent organizational skills with an ability to manage large amounts of information, establish priorities, problem-solve, and meet deadlines.
10. Ability to travel and attend functions or conferences from time to time outside regular business hours.
11. Experience serving or working with survivors of trauma, *preferred*.

12. Strong interpersonal, cultural humility, and cross-cultural communication skills.
13. Proficiency in Google Suite and Microsoft Office Suite, and the ability to quickly learn and become proficient in other case management or immigration database systems.
14. The means and willingness to travel (a North Carolina driver license and regular access to a vehicle are required).
15. Impeccable integrity, sound judgment, and discretion.
16. Support of the Mission and Vision of JusticeMatters.
17. Affirmation of the Foundation Statement of JusticeMatters.
18. Demonstrated commitment to the Core Values of JusticeMatters.

### **About JusticeMatters**

JusticeMatters is a faith-motivated, nonprofit law firm that addresses the roots and repercussions of human trafficking. Founded in 2009 in Durham, North Carolina, we provide trauma-informed legal services throughout North Carolina and we promote 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, recognizing that the way we provide legal services—not solely the legal results we secure—holds potential to promote the wellbeing of our clients and our workforce. Our team seeks justice, strives for excellence, upholds trauma-informed principles, embraces community, and is anchored in celebration. We envision the freedom and flourishing of all.

### **Compensation and Benefits\***

- 20 days of paid time off
- 4 days of paid sick leave
- Health insurance coverage for employees 100% paid by JusticeMatters
- Life insurance coverage for employees 100% paid by JusticeMatters
- Health insurance for family members (paid by employee)
- Dental and vision insurance (paid by employee)
- 401(k) retirement account
- Stipend for any required licenses and professional memberships

- Access to robust and personalized professional development, including but not limited to professional conferences and ongoing psychoeducation for trauma-informed design/practice
- Flexible work schedule, with opportunities to work off-site
- Paid 12-week sabbatical after seven (7) years of service, and five (5) years, thereafter

\*These details are for informational purposes, and this list is not exhaustive. Benefits are subject to policy or plan changes.

*For more information about JusticeMatters, please visit our website at [www.justicemattersnc.org](http://www.justicemattersnc.org).*

*Ready to Apply? Send a cover letter and resume to Director of Business Operations Santae Cooper at [santae@justicemattersnc.org](mailto:santae@justicemattersnc.org).*