



**Job Title:** Immigration Legal Assistant

**Reports to:** Program Coordinator

**Program:** Engaged Citizens Program

**Employment Status:** Full Time - 40 hours/week

**Location:** Lake County, IL

**Salary:** Negotiable depending on experience. Includes eligibility for health benefits and paid leave.

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant and underserved families of Lake County, Illinois to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park, Mano a Mano serves approximately 4,000 immigrants annually from across Lake County and surrounding areas. Mano a Mano is recognized by the Department of Justice (DOJ) to practice immigration law before the Department of Homeland Security through accredited staff members.

#### **The Position:**

Under the supervision of the DOJ Accredited Representative, the Immigration Legal Assistant will support the preparation and submission of immigration benefit applications to DHS/USCIS through case management and client communication management. Upon hire and with the support of the agency, he/she will receive technical immigration legal services preparation. The Immigration Legal Assistant will work closely with the Engaged Citizens Program Coordinator, other immigration legal staff, and volunteers to provide comprehensive immigration legal and case management services for Lake County immigrant families, delivering these services with a focus on excellent customer service, high quality work, and cultural/linguistic competency.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### *Case Management:*

- Manages client communication throughout case preparation process;
- Educates clients on the process of opening a case with Mano a Mano and ensure compliance with the Immigration Legal Services procedures established;
- Works directly with clients to gather and prepare case documentation and evidence;
- Maintains client files current and organized;
- Develops community education materials on immigration topics and current events; and
- Provides direct outreach to immigrants in Lake County in need of immigration legal services.

*Administrative:*

- Ensures compliance with program related grant requirements;
- Participates in program planning, monitoring, and evaluation;
- Ensures compliance with organization policies and procedures; and
- Prepares clear and concise reports.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be completely fluent in English and Spanish (written and verbal), must demonstrate excellent people and communications skills, sensibility to people's needs, good understanding of immigrants' issues, must be a team player, self-starter, able to self-manage, and have strong computer skills (MS Office, Excel, Outlook, and PowerPoint). Position also requires regular use of computers (desktop and laptop), scanners, fax machines, and other technology.

This is a professional position and requires an Associate's or Bachelor's Degree in Paralegal studies, Human Services or related field and previous administrative or office experience. Extensive administrative experience will be considered as a substitute for a degree in certain cases. Note: while previous experience in immigration law is not a requirement, applicants with experience should note any previous immigration legal services training on resume.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to;

- Operate office equipment such as but not limited to a computer, printer, scanner, fax
- Use a computer for extended periods of time
- Must be able to remain in a stationary position for extended periods of time

\*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

**APPLICATION INFORMATION:**

To apply please submit cover letter, resume, and three professional references to:

Carla Rosales  
 Director of Operations  
 crosales@mamfrc.org

*Interviews will be held in Spanish and English.*

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.

Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.