



**JEWISH FAMILY &
COMMUNITY SERVICES**

EAST BAY

Position Announcement: Spanish-Speaking Immigration Legal Assistant

JOB TITLE: Spanish Speaking Immigration Legal Assistant
REPORTS TO: Immigration Attorney
EMPLOYMENT TYPE: Full-time (37.5 hrs/week) / Non-exempt
LOCATION: Walnut Creek

OUR MISSION

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life.

OUR AGENCY

JFCS East Bay is an innovative social service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877. We are proud to provide multilingual services to older adults and their families, Holocaust survivors, children and their parents, refugees and immigrants, people with disabilities, and an array of adults and children who come to us for high-quality, affordable mental health services.

Our staff of more than 60 employees is characterized by its dedication, teamwork, warmth, humor, and high professional standards. Agency offices are located in downtown Berkeley (five blocks from BART) and Walnut Creek, with a satellite location in uptown Oakland.

JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients.

JOB SUMMARY:

The Spanish-Speaking Immigration Legal Assistant, supports the Immigration Legal Services Program and provides several administrative duties along with direct legal services and case management of Spanish speaker immigrants. The Legal Assistant also will support community outreach of the program with special emphasis on the Spanish speaking community.

DUTIES & ESSENTIAL JOB FUNCTIONS:

- Provide direct legal services – namely, consultations, case work and representation at client interviews -- by meeting with clients, preparing forms and applications, and submitting applications
- Assist attorney with case management tasks, including tracking of case status
- Assist attorney with gathering information for grant reports.
- Prepare translations of Spanish language documents.

- Prepare timely and accurate file management including file organization, filing, and case notes.
- Assist clients with gathering documents necessary to establish eligibility for services.
- Support workshop planning and group application processing efforts.
- Prepare and/or distribute outreach and educational materials such as flyers, Q&A sheets to the community and partner agencies.
- Participate in activities to promote programs and initiatives for JFCS East Bay and our partners.
- Maintain complete confidentiality of all information relating to clients and potential clients.
- Translate letters and other documents.
- Assume casework under the supervision of the Immigration Attorney.
- Perform other duties as assigned.

QUALIFICATIONS: The applicant must share JFCS-East Bay mission and vision of social justice with these additional qualifications:

- Bilingual in English and Spanish;
- Knowledge of general office operations;
- Flexibility, patience, compassion,
- Experience working with low-income, immigrant and monolingual Spanish-speaking communities;
- Works independently and as part of a team;
- Excellent interpersonal skills with people of all ages;
- Well organized, efficient, highly motivated and able to handle multiple tasks at once and take initiative; and
- Experience working nonprofit or immigration Legal Services programs, preferred.

COMPENSATION

Compensation is commensurate with experience. Benefits include medical, dental, 401K, generous holiday and vacation, great colleagues, and a friendly, respectful work environment.

PHYSICAL REQUIREMENTS

- Ability to sit and work at a computer for extended periods of time
- Ability to lift and carry up to 10 pounds

TO APPLY

Please submit a thoughtful cover letter, resume and a list of three references to currentjobs@jfcs-eastbay.org with "Spanish Speaking Immigration Legal Assistant" in the subject line of your email. Only complete applications will be considered. No phone calls please.

*Review of applications will begin immediately and continue until the position is filled. The applicant must be able to begin employment around **April 23, 2018**.*

Jewish Family & Community Services East Bay is an Equal Opportunity Employer that highly values diversity.