

## Job Description

## Legal Caseworker



**TITLE:** Legal Caseworker  
**REPORTS TO:** Austin Leadership Team  
**TYPE OF POSITION:** Full Time

**FLSA STATUS:** Non-Exempt

### **SUMMARY DESCRIPTION:**

Under the direct supervision of the Austin Leadership Team, the Legal Caseworker is responsible for providing support to the AG legal team. Case support activities may include client communications, file organization, document preparation, research, document collection, data entry, support for the Hutto detention program, and submissions to the court and USCIS. The Legal Caseworker will also play an administrative support role, including activities such as: helping to maintain/stock/organize archival and copy rooms, provide support to Screening and Referral Specialist. Additionally, the caseworker will assist with the Legal Orientation Program (LOP), in supporting the team and assisting pro se individuals with legal orientations.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Support the AG legal team with client casework
- Support Hutto detention program
- Maintain the Fast Visa Database
- Assist team members with submissions before USCIS and the Immigration Court
- Assist in creating, maintaining, and closing client files
- Duties may also include fielding telephone calls, preparing and printing correspondence for mailing, creating spreadsheets and presentations
- Assisting the screening and intake specialist if needed
- Respect and maintain client and agency confidentiality

### **REQUIRED WORK EXPERIENCE/SKILLS:**

- Bilingual in Spanish and English
- Strong written, verbal, organizational and interpersonal skills.
- Computer proficiency, particularly with Microsoft Office Suite programs.
- Ability to relate with clients, particularly clients who have endured trauma
- Experience working with the immigrant community and diverse populations preferred
- Team player and flexible nature
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