

Job Description

Legal Caseworker



TITLE: Legal Caseworker
REPORTS TO: Austin Management Team
TYPE OF POSITION: Full-time
LOCATION: Austin

FLSA STATUS: Non-Exempt

SUMMARY DESCRIPTION:

Our growing nonprofit is currently seeking a qualified applicant to fill the position of Legal Caseworker. The Legal Caseworker will be responsible for supporting the legal team and providing pro se client assistance. The ideal candidate for this position has a strong work ethic, works well on their own and in a team, has exceptional problem-solving skills and is comfortable working in a fast-paced and dynamic workplace.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assisting in the completion of immigration applications under the direct supervision of an attorney
- Support AG attorneys and caseworkers, including but not limited to: making copies, answering and directing phone calls and greeting clients, and coordinating appointments
- Maintain our client Database
- Assist with front desk duties when needed: screening prospective clients, returning phone calls, and distributing mail, and other duties as needed

REQUIRED/PREFERRED WORK EXPERIENCE/SKILLS:

- Bilingual in Spanish and English
- 2+ years' working experience as a legal assistant, or administrative support team member
- Excellent interpersonal and communication skills
- Highly organized and detail-oriented
- Experience working with trauma survivors is preferred
- Experience working with the immigrant community is preferred
- Creative Problem Solving and willingness to be flexible
- Able to take direction and work independently
- Familiarity with MS Office
- Prior nonprofit or Administrative Assistant experience a plus