



Job Description *Legal Caseworker (Removal)*

TITLE: Legal Caseworker (Removal)
REPORTS TO: Office Director
TYPE OF POSITION: Full time/Hybrid

WHO WE ARE:

For more than 30 years, American Gateways has provided immigration legal services and advocacy to low-income immigrant individuals and families in Central Texas. With offices in Austin, San Antonio, and Waco, we provide exceptional legal services to low-income immigrants at no or low cost.

SUMMARY DESCRIPTION:

The Legal Caseworker is responsible for meeting with clients and assisting them with immigration legal matters and related processes. The Legal Caseworker is also responsible for the maintenance of client databases and maintaining case statistics.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists attorneys with all related tasks pertaining to providing direct representation to individuals eligible for immigration relief.
- Gathers supporting documents and prepares translations.
- Assumes general administrative responsibilities, including detailed case management and timekeeping.
- Conducts initial screening and intakes.
- Provides referrals for clients.
- Assists with Advocacy efforts and community outreach.
- Will travel to detention facilities, Immigration Court, USCIS and other locations as needed.
- Will provide support to volunteers.
- Other tasks as assigned.

REQUIRED EXPERIENCE/SKILLS/EDUCATION:

- Fluent or have advanced proficiency in Spanish (written and spoken language skills).
- Ability to work in a collaborative and client centered work environment.
- High School diploma
- 1-2 years of experience

BENEFITS: A position with American Gateways includes the following benefits:

- Full coverage health, dental and vision insurance, with options for employee contribution to a deluxe plan.
- Full coverage for life insurance and short/long-term disability.
- Retirement benefits package
- Flexible Spending Account/Health Spending Account
- Paid time off, sick/medical leave, paid holidays plus a bonus extended holiday during the December holidays.
- Parental leave and bereavement leave.
- Employee training budget that renews yearly
- Flexible hybrid workplan

SALARY:

- Salary for this position starts at \$41,500 and increases based on relevant experience and education. All offers are reviewed and approved by the Union.



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WORK HOURS: This is a full-time, 40 hours per week position.

HYBRID WORK PLAN: This position will require working remotely and in-office at the assigned work location. Travel is required to detention facilities, Immigration Court and any other locations needed.

TERM: This position has received an initial funding commitment of 12 months but will continue if funding is secured.

APPLY: Please email resume and cover letter to americangateways@gmail.com.

American Gateways is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. If you have a disability and would like to request an accommodation in order to apply for a position with the American Gateways, please call 210-521-5429 or contact americangateways@gmail.com.