

Job Title	Immigration Representative, LASRF
Employer/ Agency	YMCA of Greater Houston
Job Description	<p>YMCA International Services is a unique branch of the Y of Greater Houston and seeks to meet the needs of Houston’s significant refugee and immigrant communities. We provide comprehensive programs that focus on building human assets and fostering self-sufficiency. The YMCA International Services Immigration Department seeks one full time Immigration Representative to support the Legal Education and Orientation department. Applicant must be fluent in English and Spanish.</p> <ul style="list-style-type: none"> • Coordinate client services and assist in obtaining supporting documentation and completing immigration applications, under attorney supervision. • Maintain regular contact with clients, including providing updates on case status and court hearings, deadlines, and following up on case outcomes. • Preparing case lists and materials for distribution during orientations and workshops; general administrative duties. • Assisting attorneys with providing Know Your Rights style presentations, comprehensive legal screenings, and needs assessments of immigrants, under attorney supervision. • Translating documents from Spanish to English; provide interpretation and translation support in client matters. • Participate in outreach activities and information sessions for immigrants and social services agencies. Outreach may require occasional evening and weekend events. • Collaborating with other legal service providers to refer cases for pro bono representation and non-legal social service referrals; • Update data entry of services and complete accurate data reporting. • May include travel to the Department of Homeland Security detention centers located in Houston, Conroe and/or Livingston, TX, Houston-area immigration courts and/or USCIS offices. • Meet agency deadlines related to supporting systems and employee compliance requirements. Examples include but are not limited to UKG Workforce Ready for review and approval of time sheets, annual trainings. • Follow mandated abuse and incident reporting requirements. • Participate in regular peer and supervisor review meetings and trainings. • Perform all other duties as needed and/or as directed by supervisor.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s Degree or equivalent experience. • Fluency in English and Spanish; excellent written and verbal communication skills including being comfortable speaking in speaking in public. • Proficient with various computer programs (Microsoft Office, Adobe) and accurate data entry. • Previous experience in immigration law, case management, or social

	<p>services is preferred.</p> <ul style="list-style-type: none"> • Ability to work in a fast-paced environment, manage time and resources. • Team player, highly self-motivated, responsive with problem-solving skills. • Texas Driver's License; clean driving record; own vehicle with applicable auto insurance. • Must be able to pass national and statewide background checks.
Address	3110 Hayes
City, State, Zip	Houston, TX, 77082
Application Method	Apply Here: https://secure6.saashr.com/ta/6082553.careers?CareersSearch=&lang=EN
Opening Date	Immediately

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