



## **JV Flex Position Description: Family Services Unit Intake Coordinator**

**Position Title:** Family Services Unit (FSU) Intake Coordinator

**Agency:** Northwest Immigrant Rights Project (NWIRP)

**Location:** Seattle, WA

**Primary Service Category:** Legal Services

**Other Service Categories:** Refugee and Immigrant Services

**About JV Flex:** JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

**About Northwest Immigrant Rights Project:** Northwest Immigrant Rights Project promotes justice by defending and advancing the rights of immigrants through direct legal services, systemic advocacy, and community education.

### **Position Description**

The FSU Intake Coordinator will assist the Family Services Unit staff in assessing the eligibility of potential clients registered for the monthly Family Visa Workshops (FVW) and provide information regarding the family visa petition process. Responsibilities will include serving as the direct contact for individuals registered for FVWs, the scheduling of intakes, processing and reviewing responses received from: FOIA records requests to USCIS, CBP, EOIR, ICE, FBI, and court-related records, and relevant case preparation support under supervision.

### **Duties and Responsibilities**

- Intake coordination and Legal Screening/Referral; conduct intakes for FSU potential clients and manage lists of clients awaiting assistance as well as cases that need reviewed by unit staff; maintain ongoing communication with clients and provide assistance, maintain and update internal database of such clients (70%)
- Legal Assistance; assist NWIRP staff on client cases by preparing supporting documents for submission to Immigration Court and U.S. Citizenship and Immigration Services. Prepare immigration forms and process and review responses received from clients and agencies (20%)
- Attend staff meetings, retreats, special events and other required meetings. Complete reports and clerical tasks related to direct service activities (10%)

**Language Requirements:** English. Those with additional Spanish skills are encouraged to apply.

**Education Requirements:** No requirement



### **Additional Position Details**

#### **Physical/Mental Performing Elements:**

- Organizing and coordinating schedules
- Problem-solving
- Communicating with the public
- Interacting with trauma survivors
- Regularly checking and maintaining phone logs and multiple spreadsheets.

#### **Computer/Office Elements:**

- Frequent use of telephone, computer, copier and scanner
- Frequent use of Microsoft office programs such as Microsoft Word and Excel
- Frequent use of Legal Server, the case management database

**To apply** for this and other JV Flex positions, please submit an online application at [jvnorthwest.org/JVFlex](http://jvnorthwest.org/JVFlex)