



## **JV Flex Position Description: Tacoma South Unit Rural Outreach Specialist**

**Position Title:** Tacoma South Unit Rural Outreach Specialist

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

**Location:** Tacoma, WA

JV AmeriCorps member can serve remotely from Seattle on days when JV Flex has their monthly cohort meet-ups.

**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 Rural Outreach Specialist will fill the critical, unique role of coordinating outreach and waitlist services for the Tacoma and South Unit, specifically focusing on opening accessibility across the mostly rural region and reducing our service wait time. This position typically supports the coordination of 20 intakes per month and assisting possible clients with requesting necessary documents such as police reports, and immigration files. NWIRP relies on critical support from staff at all stages of legal assistance, from screening cases to scheduling intakes and coordinating the collection of documents; from conducting intakes to providing advice/counsel or taking on a case for direct representation. This will allow the unit to properly screen possible clients more quickly and help collect documents for clients who have been screened as eligible for immigration relief. The JV AmeriCorps member plays an essential role in the earlier stages of the process, ultimately enabling us to ensure that we provide quality service to as many people as possible in this time of significant need for our communities.

### **Duties and Responsibilities**

- Outreach and intake coordination: Conduct initial contact with potential clients, especially those from more remote areas of the region. Conduct intake interviews with potential clients and with the assistance of the supervising attorney, analyze their eligibility for various immigration benefits, including asylum, special immigrant juvenile status and relief under the Violence Against Women Act. Conduct legal research using case law and appropriate techniques under the direction of the supervising attorney. Prepare and maintain up-to-date client files by ensuring all information is completed thoroughly and accurately per contractual and quality

assurance standards. Schedule appointments with potential and current clients. Provide information to potential and current clients by responding to phone inquiries. Make referrals when necessary. Help plan and assist in provision of outreach/community education services in rural/remote parts of the region. (60%)

- Legal Assistance: Assist NWIRP staff on client cases by preparing supporting documents and written testimonies for submission to Immigration Court and U.S. Citizenship and Immigration Services. Prepare immigration forms and applications under attorney supervision. Assist in the gathering of evidence. Maintain and grow knowledge of current immigration laws by attending trainings and reading articles. Participate in outreach and community education events. (33%)
- Attend staff meetings, retreats, special events and other required meetings. Complete reports and clerical tasks related to direct service activities. (7%)

**Language Requirements:** English (fluent). Spanish 3 proficiency (Spanish 4 or above preferable).

**Education/Experience Requirements:** Previous work or lived experience with survivors of domestic violence, sexual assault or serious crimes is desired. Previous work or lived experience working with youth and children is desired.

#### **Additional Position Details**

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

- Organizing and coordinating schedules
- Problem-solving
- Communicating with the public
- Interacting with trauma survivors
- Regularly checking in 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

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