

## St. Francis Community Services

### Bilingual Immigration Law Legal Assistant

ST. FRANCIS COMMUNITY SERVICES (SFCS), is an agency in the Catholic Charities of St. Louis Federation. St. Francis Community Services walks with our vulnerable neighbors to create opportunities, to build resilience and to advocate for justice.

St. Francis Community Services, Catholic Legal Assistance Ministry, seeks a full-time, bilingual legal assistant to support the work of our immigration staff attorneys. The bilingual legal assistant position includes benefits.

#### **Duties and Responsibilities:**

1. Assist Immigration Department in written and verbal communication in *Spanish and English*
  - Answer phones, take messages and return phone calls
  - Conduct client intakes over the phone
  - Schedule client meetings as assigned by attorneys
  - Interpret for client meetings and interviews
  - Translate documents and letters to be sent to clients
2. Assist with immigration case maintenance tasks, such as:
  - Open and close immigration law cases
  - Enter client and case data into our cloud based case management system, CLIO
  - Scan case documents and attach to corresponding clients in CLIO
  - Management of client cases including DACA and TPS cases
  - Track client contact information changes
  - Attend client meetings and court appearances with attorneys and clients as needed
  - Assist with collecting data for grant reporting
3. Provide general office support and outreach as needed:
  - Answer incoming calls to the CLAM office and manage incoming/outgoing mail
  - Copy, scan, file, etc.
  - Enter data for case management, outcome measurement and grant reporting
  - Participate in community events and outreach to enhance clients' access to legal services and to promote awareness of St. Francis Community Services' goals and mission

This position may also include the opportunity to train and submit an application for approval as a DOJ accredited representative. St. Francis Community Services would pay for training and application fees.

**Qualifications:**

- Full professional or native proficiency in Spanish and English required
- Computer proficiency (Microsoft Office Suite, willingness to learn CLIO)
- Proactive, highly organized and able to pay very close attention to details
- Follow through on assigned tasks
- Experience with Latino/Immigrant populations preferred
- Experience with low income populations preferred
- Ability to prioritize and adapt easily and ask questions for clarification
- Compliance with strict client confidentiality mandatory

To apply, please send cover letter, resume and references to Les Lexow, Senior Director of Human Resources at [llexow@ccstl.org](mailto:llexow@ccstl.org).

Part of the interview will be conducted in Spanish.

**EOE**