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Job Title:	Senior DOJ Accredited Representative	Job Category:	Legal Services
Department/ Group:	Immigration Legal Services (ILS)	Travel Required:	Yes
Location:	Fairfield, Solano County	Reports To:	ILS Managing Attorney
Position Type:	Fulltime (35 hours per week)	Salary	\$27-32 an hour

Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. We are seeking an organized, self-motivated individual to serve as the DOJ Accredited Representative for our Solano County office, based in Fairfield California.

NOTE: Not all unique aspects of the job are covered by this job description

Job Description

Catholic Charities Yolo-Solano (CCYS) is seeking an ethical, compassionate and knowledgeable Senior DOJ Accredited Representative for its Fairfield Office. As a member of the Immigration Legal Services Program, the USCIS Accredited Representative assists clients in obtaining a new or different immigration status and provides representation before the US Citizenship and Immigration Service (USCIS) as necessary. This position supports CCYS’s mission by providing low-cost legal services to the immigrant community.

1. Provides information regarding the application of immigration and citizenship laws, the appropriate federal and state regulations, federal immigration citizenship procedures, forms and fees.
2. Provide legal representation to clients before the USCIS.
3. Prepares applications, petitions and forms as required by law within the jurisdiction of the US Citizenship and Immigration Service (USCIS), Department of Justice (DOJ) and US consulates.
4. Signs G-28’s
5. Reviews applications prior to submission to USCIS.
6. Maintains accurate, complete and confidential case files.
7. Provides referral to other community agencies.
8. Prepares and submits program reports in a timely manner.

9. Attend regional collaborative meetings to set guidelines and deliverables
10. Studies and analyzes immigration laws and regulations.
11. Conducts outreach activities and participate in advocacy efforts.
12. Follow up on pending cases/notify clients about priority dates/information requested by USCIS
13. Maintain log on cases worked on.
14. Collect money and deposit the money in safe box and/or hand it to the financial office
15. Perform duties as assigned or approved by the program director.
16. Performs office duties as assigned.
17. Participate actively and productively in meetings.
18. Comply with policies, procedures and protocols established for the program.

Core Duties

- **Case Management:** Provide eligibility and risk assessment, full representation, brief service, and/or legal advice to low-income clients filing applications, including family-based and humanitarian immigration petitions, waivers, U Visas, DACA, naturalization, consular processing and adjustments of status.
- **Maintain Legal Best Practices:** Comply with CCYS policies, procedures, protocols, and best practices for non-profit immigration law practice, including legal ramifications, fee collection, confidentiality, maintenance of client files and data for reporting requirements. Participate in regular peer review meetings and legal training. Sign contracts with clients, work with administrative staff to ensure fees are collected and applications are filed in a timely manner.
- **Outreach and Group Processing:** Develop community relationships. Responsible for workshops, clinics, outreach activities and information sessions for immigrants, social service agencies serving immigrants, local government, and community-based organizations. Outreach requires occasional evening and weekend events.
- **All other duties:** Perform all other duties as needed and/or as directed by supervisor.

Core Competencies

- 4-5 year of DOJ Accredited Representation of clients
- Understands CCYS mission and is responsible, adaptive, resourceful, innovative & solution focused and team oriented.
- Demonstrate a fundamental respect for the dignity of others.
- Understands and values quality improvement, able to effectively address overlapping projects and deadlines. Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Actively engages in problem solving; Seeks resolution of conflicts. Is organized, efficient, and effective; Sets goals for work tasks: Identifies priority issues; Meets productivity standards.
- A demonstrated commitment to diversity and inclusion, valuing a diversity of perspectives and encouraging contributions from all team members.
- High analytical abilities to process large amounts of data from multiple sources.
- Ability to prioritize across multiple types of work and coordinate the work of others.
- Be a proven team builder.

- Ability to network and interact internally and externally.
- Experience serving clients from many different cultures.

Education/Experience

Bachelor's degree and 4-5 years of relevant experience; or a combination of education and relevant experience. Completed COIL Training and DOJ accredited.

Qualities/Skills

- Excellent written and oral communication and presentation skills
- Proficient in technology, computer operation, word processing and spreadsheets, specifically using Microsoft Office Suite, and/or Google G-Suite
- Able to safely lift up to 50 lbs
- Bilingual - Spanish speaking and writing.
- Demonstrate high ethical standards.