

Job Title	Immigration Legal Services Volunteer	Job Category:	Volunteer: Program Services, Human Services
Department/Group	Immigration Legal Services	Travel Required:	Yes
Location:	Vallejo CA, Solano County	Reports To:	Managing Immigration Attorney
Position Type:	Part-time 10 hrs/week, Some Weekend Availability	Salary:	Volunteer: N/A

Catholic Charities of Yolo-Solano (CCYS) is a non-profit organization serving low-income individuals and families in need in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice. Our Immigration Legal Services (ILS) Team represents clients with cases before the Department of Homeland Security (DHS), United States Citizenship and Immigration Services (USCIS) and National Visa Center (NVC), and assists clients applying for immigration benefits.

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

Volunteer Service Responsibilities:

The primary responsibilities of an ILS Volunteer are to assist the ILS Managing Attorney, Administrative Staff, DOJ Representative(s) and DOJ Trainee(s) with Catholic Charities clients obtaining immigration benefits.

Core Duties

- To assist the ILS Managing Immigration Attorney, Staff, DOJ Representative(s) and Trainee(s) with determining client eligibility for immigration benefits, through the gathering of client information, client documents, data gathering, and legal research.
- To assist with data entry and data reporting, under the direction of ILS Staff.
- To support ILS Staff with accurate input, completion and review of USCIS forms.
- To communicate with clients regarding tasks related to their immigration case(s), such as USCIS Notices, Appointments, Requests for Evidence, and related follow-up advocacy.
- To perform administrative tasks, such as paperwork, copying, record-keeping, and filing, under the direction of ILS Staff.
- To perform outreach with ILS Staff, at various events, workshops, classes and other public events, as a representative of Catholic Charities.

- To abide by the Attorney-Client confidentiality rules set forth by the California Bar Association and Catholic Charities, as supervised by the ILS Managing Attorney.
- To perform logistical and general office support services as assigned by the ILS Managing Immigration Attorney and ILS staff.

Core Competencies

- Demonstrate a fundamental respect for the dignity of others and exemplifies CCYS core values.
- Is organized, efficient, and effective; sets goals for work tasks: Identifies priority issues; meets productivity standards.
- Provide exemplary customer service to both external and internal clients.
- Protects the confidentiality and information/documentation obtained by nature of work.
- Demonstrates a commitment to learning and improvements; Pursue activities to enhance personal and professional growth for self and others.
- Able to safely lift up to 50 lbs.

Qualities/Skills

- Excellent written, oral communication, and presentation skills
- The ability to move objects and items that weigh 20 lbs
- Proficient in technology, computer operation, word processing and spreadsheets, specifically using Google Sheets, Google Docs, Microsoft Excel
- Valid CA Driver's License
- Bilingual (Spanish) preferred.
- Demonstrate high ethical work standards.
- Demonstrate respect and care for all clients.

Employee/Volunteer Signature

Date

Lead Volunteer Coordinator

Date