



DIOCESAN MIGRANT & REFUGEE SERVICES, INC.

DMRS

SERVICIOS DIOCESANOS PARA MIGRANTES Y REFUGIADOS

JOB POSTING: Caseworker (Removal Defense Unit)

Diocesan Migrant & Refugee Services, Inc. (DMRS) has an opening for a caseworker within its Removal Defense Unit. DMRS is a full service immigration legal aid organization providing high quality free and low cost legal services to individuals residing within the geographical boundaries of the Catholic Diocese of El Paso.

The caseworker will work with an assigned attorney to provide support to the attorney as they represent individuals facing deportation before the El Paso Immigration Court. The Caseworker will conduct intakes, draft motions and other documents for the attorneys review, contact clients, etc. The caseworker will also conduct administrative tasks as needed. Administrative tasks will include data entry, checking or correcting errors in data before submission to funders, opening unit files, filing documents with the Immigration Court, etc.

Responsibilities include:

- Conduct legal intakes of individuals in removal proceedings seeking representation from DMRS ;
- Participate in regular staff meetings with the rest of the team to discuss cases and program developments;
- Visit detained clients as requested by the Attorney to assist in the representation of the client ;
- Return client phone calls requesting updates on their case;
- Respond to internal and external emails as needed; and
- Tasks as assigned by the Removal Defense Unit Staff Attorneys or Management.

Qualifications:

- Minimum one year experience working in a professional atmosphere;
- Experience in immigration law preferred;
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook;
- Fluency in English and Spanish;
- Excellent oral and written communication skills;
- Demonstrated commitment to public service, particularly to immigration issues.

Benefits

- \$11.86 per hour (35 hour work week) – As this is a grant funded position, the salary is firm. No negotiation on the hourly wage.
- Medical, Dental, and Vision insurance available

To apply:

Email a Cover Letter, *completed* DMRS Application, and Resume to **Melissa M. Lopez, DMRS Executive Director**, MLOPEZ@DMRS-EP.ORG.

**NO EMAIL OR TELEPHONE INQUIRIES PLEASE -
DMRS WILL CONTACT APPLICANTS WE DECIDE TO INTERVIEW**

3. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
4. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
5. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?

PERSONAL REFERENCES

Not former employers or relatives

	NAME	OCCUPATION	ADDRESS	PHONE NUMBER
1				
2				
3				

I certify that all statements and representations made in this application are true and correct and I have withheld nothing which would, if disclosed, adversely affect my application. I understand that Diocesan Migrant & Refugee Services, Inc. ("DMRS") relies upon such statements in making its employment decisions, and I authorize DMRS to investigate all such statements contained therein. I understand and agree that any misrepresentation will be sufficient cause for cancellation of the application and/or separation from DMRS if such misrepresentation is discovered at any time after my employment, by DMRS.

By virtue of my signature below, I acknowledge acceptance of the following statement:

I hereby authorize DMRS and the Catholic Diocese of El Paso to obtain an investigative consumer report, if applicable, in connection with my application for employment. I am aware that the Fair Credit Reporting Act, Public law 91-508, requires that DMRS/the Catholic Diocese of El Paso advise me that in connection with my application for employment, that an inquiry may be made which will provide applicable information concerning my prior employment, character, reputation, and mode of living. I understand that upon written request, additional information as to the nature and scope of the investigation will be provided to me. I further understand that DMRS may require, as a condition of employment that I submit to testing for alcohol and/or illegal drugs.

I hereby authorize DMRS to contact all employers, individuals, and educational institutions (as specified on this form) for reference purposes, and I release DMRS from any and all liability, including liability arising from the employer's negligence, upon verification of my prior employment history, criminal record, references and any other background information. Additionally, I authorize DMRS to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party with legal or proper interest. I release from any and all liability arising from negligence, all persons and entities who supply DMRS with information pertaining to my prior employment history, criminal record, references, and any other background information.

Nothing contained in this employment application shall constitute a contract of employment, and I understand and agree that if I am employed, such employment will be "at-will." I understand that any oral statements made to the contrary are not authorized by DMRS management and should not be relied on by me. In the event of my employment, I will comply with all rules and regulations as set forth in the DMRS Policy Manual or other communications distributed to all employees. I hereby acknowledge that I voluntarily signed and have read and understand the above statements.

DATE

SIGNATURE OF APPLICANT