



DIOCESAN MIGRANT & REFUGEE SERVICES, INC.

DMRS

SERVICIOS DIOCESANOS PARA MIGRANTES Y REFUGIADOS

JOB POSTING – Caseworker (Legal Orientation Program)

Diocesan Migrant & Refugee Services, Inc. (DMRS) has immediate opening for a full-time caseworker within its Legal Orientation Program (LOP). DMRS is the largest 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 a team to provide know-your-rights presentations, individual orientations, pro se assistance and referral to pro bono attorneys for possible representation. The caseworker will also conduct some administrative tasks, including inputting data for reporting purposes. The services under the LOP are provided in a detained setting, which means that the LOP staff members spend a significant amount of time in two local detention centers. Travel may be required of this position.

Responsibilities include, but are not limited to,:

- Review materials and legal updates related to immigration law;
- Participate in regular staff meetings with the rest of the team to discuss program developments and discuss cases for possible referral to a pro bono attorney;
- Participate in meetings and calls with stakeholders;
- Prepare for and participate in site visits and conference calls with the Vera Institute of Justice;
- Respond to Vera Institute of Justice e-mails and reports; and
- Provide group orientations (GOs), individual orientations (IOs), pro se workshops, and possibly refer cases to pro bono attorneys.

Qualifications:

- Comfort providing group presentations in a detention center;
- 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, fluency in other languages in addition to English and Spanish preferred;
- Excellent oral and written communication skills;
- Demonstrated commitment to public interest law, particularly to immigration issues;
- Must comply with all Department of Justice security requirements, including a background check and be either a United States Citizen or Lawful Permanent Resident; and
- **Must have a valid Texas Driver License, Current Automobile Insurance, and a vehicle able to fit at least 4 people**

Compensation:

- Pay: \$15.00 per hour (salary is *not* negotiable) – 40 Hours per week
- Health, Vision & Dental Insurance
- 403(b) Retirement Plan

To apply:

Send a Cover Letter, Resume, Writing Sample, and DMRS Employment Application to:

Melissa M. Lopez

DMRS Executive Director/Attorney at Law

MLOPEZ@DMRS-EP.ORG

Applications only accepted via email.

NO EMAIL OR TELEPHONE INQUIRIES PLEASE – APPLICANTS WILL BE CONTACTED IF DMRS DECIDES TO CONDUCT AN INTERVIEW.



PERSONAL INFORMATION

Date _____

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip Code

PHONE NUMBER _____ SOCIAL SECURITY # _____

LIST ANY ACQUAINTANCES WORKING FOR US _____

IF YOU WERE PREVIOUSLY EMPLOYED BY US, GIVE DATE, POSITION HELD AND DEPARTMENT _____

POSITION APPLYING FOR _____ SALARY DESIRED _____ DATE YOU CAN START _____

REFERRED BY: _____

EDUCATION

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

	Name and Address of School	Graduate?		Degree	Subjects Taken
High School		yes	no		
College		yes	no		
College		yes	no		
Bus./Trade School		yes	no		
Military		yes	no		

EMPLOYMENT HISTORY

Begin with most recent employer

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

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