



DIOCESAN MIGRANT & REFUGEE SERVICES, INC.

DMRS

SERVICIOS DIOCESANOS PARA MIGRANTES Y REFUGIADOS

JOB POSTING: Caseworker (Unaccompanied Minors Program)

Diocesan Migrant & Refugee Services, Inc. (DMRS) has openings for caseworkers within its Unaccompanied Minors Program. 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 a team to provide know-your-rights presentations, legal screening intakes for the determination of eligibility for relief from removal, and court preparation session, as well as provide support for the direct legal representation of minors in Immigration Court, family court, and before United States Citizenship and Immigration Services (USCIS). The caseworker will also conduct administrative tasks, including preparing applications, opening files, and inputting data for reporting purposes.

Responsibilities include:

- Review all materials and legal updates related to unaccompanied immigrant minors;
- Participate in regular staff meetings with the rest of the team to discuss cases and program developments;
- 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;
- Provide KYRs, screenings, and follow-up services to minors in federal custody at the ORR facilities within the El Paso, Texas Immigration Court jurisdiction; and
- Comply with contractual requirements of the grant, including completing referrals as required.

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 children's issues and/or immigration; and
- **Must have a valid Texas Driver License, Current Automobile Insurance, and a vehicle able to fit at least 4 people**

Benefits

- \$15.00 per hour (40 hour work week). Rate subject to increase with demonstrated relevant experience.
- Medical, Dental, and Vision insurance available
- Retirement Plan with up to 3% agency match 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**



Application for Employment

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