

<b>Job Title</b>	Bilingual Legal Caseworker
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>The <b>St. Frances Cabrini Center for Immigrant Legal Assistance</b> team is seeking a highly qualified <u>Bilingual Legal Caseworker</u> to assist unaccompanied minors throughout the Greater Houston-Galveston area.</p> <p>Candidate will be responsible for:</p> <ul style="list-style-type: none"> <li>• Providing outreach and education services to unaccompanied children previously in the care and custody of the HHS/Office of Refugee Resettlement;</li> <li>• Conducting client intake interviews;</li> <li>• Preparing immigration petitions for USCIS under the direction of staff attorneys; and</li> <li>• Preparing affidavits and translations and providing case management support to attorneys; and</li> <li>• Maintaining statistical data for the online case management system.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree in social science/related field required;</li> <li>• A minimum of one year experience in legal casework and/or legal clerical experience;</li> <li>• Fluency in English and Spanish – verbal and written;</li> <li>• Proficiency in MS Office applications, especially Word, Excel and Power point; and</li> <li>• Reliable transportation, valid Texas driver’s license and evidence of insurability.</li> </ul> <p>Catholic Charities of the Archdiocese of Galveston is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics. The EEO is the Law poster is available here: <a href="http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf">http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf</a> . If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to <a href="mailto:hrrecruiting@catholiccharities.org">hrrecruiting@catholiccharities.org</a> or call 713-526-4611 ext. 6623 and let us know the nature of your request and your contact information.</p>
<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Address</b>	2900 Louisiana Street
<b>City, State, Zip</b>	Houston, TX 77006

<b>Contact Person</b>	Candy Kwok
<b>Contact Title</b>	Recruiter
<b>Telephone Number</b>	713-874-6597
<b>Email Address</b>	<a href="mailto:ckwok@catholiccharities.org">ckwok@catholiccharities.org</a>
<b>Application Method</b>	Please apply online at <a href="http://www.catholiccharities.org">www.catholiccharities.org</a>
<b>Opening Date</b>	01/15/2016

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