

<b>Job Title</b>	Bilingual Legal Assistant (San Antonio, Texas)
<b>Employer/ Agency</b>	Refugee and Immigrant Center for Education and Legal Services (RAICES)
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Providing pro se assistance to and supporting legal representation for asylum-seeking families detained at the Karnes County Residential Center in Karnes City, Texas;</li><li>• Regular travel to the detention center;</li><li>• Providing support to pro bono attorneys and volunteers;</li><li>• Conducting thorough intakes, drafting declarations, and providing know your rights information to detained clients;</li><li>• Screening clients for trauma, abuse and trafficking;</li><li>• Managing the day-to-day work at the detention center including ensuring clients are timely seen, accurate data collection, maintaining supplies, and providing direction to volunteers;</li><li>• Assisting with advocacy efforts to end family detention;</li><li>• Assuming administrative responsibilities including timekeeping, case management and other tasks as needed for program compliance; and</li><li>• Responsibilities may also include providing support at the RAICES office as needed.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Possess four year degree or relevant experience;</li><li>• Fluency in English and Spanish (written and verbal);</li><li>• Demonstrated experience working with immigrant, low-income and/or vulnerable populations;</li><li>• Ability to multi-task, handle multiple projects, work independently with minimal supervision, and coordinate people and deadlines;</li><li>• Excellent organizational skills and proficiency in the use of technology; and</li><li>• Experience working with children is a plus.</li></ul>
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Refugee and Immigrant Center for Education and Legal Services (RAICES)
<b>City, State, Zip</b>	San Antonio, Texas
<b>Email Address</b>	Apply@RaicesTexas.org

<b>Application Method</b>	<b>To Apply:</b> Email cover letter, resume, and references to Apply@RaicesTexas.org, and specify “Family Detention Legal Assistant” in the subject line.
<b>Opening Date</b>	11/27/17

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.