



POSITION TITLE: Access Specialist
WORKSITE: Omaha, Nebraska

ORGANIZATIONAL DESCRIPTION: Immigrant Legal Center (“ILC”) is a non-profit law firm. ILC’s mission is to welcome immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC’s passion is to empower immigrants to live with confidence and free from fear. Our client-focused core values are **Compassion, Leadership, Integrity, Excellence, Neighborliness, and Tenacity**. Each year, ILC provides direct legal representation to hundreds of immigrants and advocates for laws and policies that respect the rights of immigrants and encourage compassionate immigration policy reform. Every ILC team member plays a critical role in the organization’s mission and must be passionate about and dedicated to ILC’s values.

POSITION DESCRIPTION: An ILC Access Specialist is an integral part of ILC’s legal team. **This time-limited, project specific position will focus on outreach, intake, and referral for legal services of Afghan parolees referred by Nebraska refugee resettlement agencies.** The core functions of this position are (1) community outreach and coordination; (2) client outreach and education; and (3) client intake and referral for legal representation. The ideal candidate for this position is a leader, passionate about providing excellent services to clients with compassion, integrity, neighborliness, and tenacity.

CORE FUNCTIONS OF THE POSITION:

Community Outreach & Coordination

- Coordinate with resettlement agency staff to ensure that each arriving Afghan is offered a legal screening to identify their immigration legal needs and options.
- Work with ILC attorneys to develop and offer educational presentations to resettlement agency staff about immigration benefits.
- Coordinate with members of the local Afghan community to attend community events and engage in other efforts to increase awareness of legal services available to Afghan parolees.
- Develop positive community relationships with social service organizations—such as other nonprofits, schools, and state agencies who interact with and serve Afghan parolees—to generate awareness of immigration legal needs and services.
- Track and report all community outreach-related activities.

Client Outreach & Education

- Work with ILC attorneys to develop and offer educational presentations to Afghan parolees about immigration legal options.
- Develop written materials to inform parolees about the U.S. immigration system and common immigration processes.
- Collect information regarding the unmet legal needs of the Afghan parolee community.
- Identify ways to improve parolees’ access to high-quality immigration legal services.
- Track and report all client outreach-related activities.

Client Intake & Referral

- Receive referrals from resettlement agencies of Afghan parolees seeking immigration legal services.
- Meet with Afghan parolee families one-on-one—in person or by phone—to complete an intake questionnaire to identify immigration legal needs and options.

- Summarize eligibility and case information and scan relevant documents from prospective client to relay to legal service provider.
- Work with ILC attorney to triage legal service needs and connect highest-priority cases with legal representation.
- Relay eligibility information and legal advice from ILC attorney to prospective client.
- Follow up by sending written materials to prospective client, if applicable.
- Carefully document all actions in ILC's case management system.
- Assist in maintaining ILC's waitlist for legal services.

QUALIFICATIONS:

- Dedication to ILC's Core Values and Mission.
- Strong commitment to public interest legal services and to the enfranchisement and empowerment of immigrant communities.
- Ability to work sensitively with numerous staff, volunteers, and clients having diverse personalities, lifestyles, cultures, political orientations, and faiths.
- **Fluency in Pashto is required.**
- Ability to take initiative and make difficult decisions when necessary.
- Excellent communicator and writer.
- Strong people and organizational skills.
- Active listener.
- Ability to work in a team and handle multiple tasks in an organized and timely manner.
- Impeccable integrity, positive attitude, mission-driven, and self-directed.
- Ability to think strategically, problem-solve, exercise good judgment, and lead change.

COMPENSATION

- Starting annual salary of at least \$40,000.
- Excellent benefits, including paid time off; medical, dental, vision, and life insurance; and a 403b retirement plan included.

TO APPLY

- Please send cover letter, resume, writing sample, and three professional references **all in PDF format** to Karla Avila-Juarez at karla@immigrantlc.org.