



**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. The core functions of this position are (1) client intake and referral; (2) client outreach and education; and (3) client 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:**

##### **Client Intake & Referral**

- Screen participants through intake calls in organizing events, or as part of clinics to determine eligibility for services and potential ILC conflicts of interest.
- Obtain and summarize eligibility and case information from prospective client to relay to legal representative(s).
- Carefully document all actions in the appropriate ILC’s case management system.
- Assist in maintaining ILC’s waitlist for legal services.
- Schedule consultations with ILC representatives as assigned monthly from waitlist.
- Relay eligibility, legal facts, and advice given by an attorney, to the client.
- Follow up by sending written materials to prospective client, if applicable.

##### **Client/Community Outreach & Education**

- Engage in community outreach
- Maintain communication with service providers throughout the state regarding service needs identified and opportunities to refer cases.
- Collect information regarding the unmet needs of the immigrant community.
- Identify ways to improve prospective clients’ access to ILC’s high-quality services.
- Track and report all client outreach-related activities.
- Educate the clients and public regarding ILC programs, resources, and services.
- Develop positive community relationships with social service organizations, such as nonprofits, schools, and state agencies who interact with and serve immigrants.

#### **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 Spanish 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](mailto:karla@immigrantlc.org).