JOB DESCRIPTION

EMPLOYEE: 
Affirmative Legal Services Unit

Department: 
Removal Defense Unit

FLSA STATUS: 
Non-Exempt

HR TITLE: 
Social Work Intern

DMRS TITLE: 
Loretto Justice Fellow

GRADE: xx  STEP: x

JOB SUMMARY: Works in the following units: Affirmative Legal Services, Crime Victims’ Services, Removal Defense. Provides social work support for immigration legal clients under the supervision of a Master of Social Work.

SUPERVISOR/REPORTS TO: Executive Director
Legal Director
UTEP Master of Social Work
Unit Supervisors

General Duties & Responsibilities:
1. Conducts initial assessments of clients’ situation to determine needs and goals;
2. Researches and advocates for appropriate community resources for clients;
3. Coordinates and communicates with clients' legal representatives to advocate for client needs.
4. Provides crisis intervention as needed;
5. Refers individuals to appropriate resources and treatment centers, as needed;
6. Ensures that all case files, and other records, strictly comply with policies, regulations, and procedures;
7. Attends, as needed, meetings with stakeholders;
8. Communicates with stakeholders as needed;
9. Inputs client information, case notes, updates and maintains databases and spreadsheets as required;
10. Maintain filing system for records;
11. Provide monthly reports of progress to Legal Director and Executive Director;
12. Provide records regarding community presentations to Legal Director and Executive Director;
13. Establishes and maintains office files related to project responsibilities;
14. Performs word and data processing of documents related to project responsibilities;
15. Conducts Know Your Rights (KYR) presentations as needed, especially for clients with special needs;
16. All other duties related to the unit in which their client/assignment originates;
17. Maintain good relations with coworkers, collaborators and funders;
18. Actively participates in ongoing training as needed in order to meet all certification standards and credentailing policies;
19. Participates in staff retreats, training, workshops and seminars about the immigration laws and other Ministry-related topics;
20. Participates in and promotes fundraising efforts, programs, and events for the benefit of the organization;
21. Maintains required certificates;
22. Complies with Diocesan personnel policies as they relate to employees of DMRS; and
23. Other duties as assigned by unit supervisors, Executive Director or Legal Director.

**Qualifications:**
1. Current enrollment at UTEP in a BSW or MSW program required.
2. Comprehensive knowledge of modern office practices.
3. Knowledge, skills and experience with computers and various software programs, including Windows, Word, Excel, PowerPoint, PDF, etc.
4. Work experience in general office procedures and practices.
5. Ability to communicate effectively both orally and in writing in a professional manner.
6. Ability to work with and appropriately handle confidential information.
7. Ability to deal with the public in a professional, courteous, and tactful manner.
8. Ability to speak, read, and write fluently in English and Spanish.

**Working Conditions:**
1. Schedule of hours as determined by UTEP and Loretto Justice Fellowship guidelines.
2. Visits to local detention centers and immigration court may be required and additional security and clearance may be required to enter these facilities.
3. The Executive Director’s prior approval in writing is required for any work over 8 hours per day or 40 hours per week. We do not anticipate this will happen during your fellowship, but it is a requirement that you do not work over the times permitted by UTEP and the Loretto Justice Fellowship guidelines; and specifically, that you never exceed 8 hours a day and 40 hours a week.

**Disclaimer Clause:** The above statements describe the general nature and level of work required of this position. This is not an exhaustive list of all responsibilities, duties and skills required.

___________________________ _________________________       ______________________
Loretto Justice Fellow   Supervisor         Date

Effective Date:      03/21/2023
Exec. Dir. Initials:  ____________