



JOB DESCRIPTION

Position: Immigration Intern
Applications Accepted: Ongoing
Reports to: Staff Attorney of ICP, or his/her assignee.

ABOUT ICP

Based on CET's philosophy of self-determination, the Immigration and Citizenship Program (ICP) mission is to empower the community in Santa Clara County by providing quality immigration and citizenship services and by promoting and strengthening civic involvement among the immigrant population.

Santa Clara County's immigrant population exceeds 600,000 people, many of whom have not completed high school. In this demographic, a lack of literacy and employment skills severely limits cultural integration, employment opportunities, and economic self-sufficiency. ICP addresses the needs of this often overlooked population. It has provided citizenship, immigration, and integration education services to more than 60,000 legal immigrants from numerous sites for more than fifteen years and continues to be a highly regarded community resource for citizenship and literacy education. In anticipation of immigration and to increase capacity in the community to serve immigrant communities, CET is partnering with community leaders, students, and partner agencies to increase the pool of volunteers willing to serve this community.

DEFINITION

This volunteer internship supports ICP's legal immigration and citizenship services. The Immigration Intern, under the supervision of the Staff Attorney, will assist immigrants with applications for US citizenship, family petitions, adjustments of status, consular processing, and other related services. This is a 12 month internship, resulting in accreditation with the Board of Immigration Appeals (BIA) under CET's BIA recognition. To obtain accreditation, a minimum of 10 hours of service per month is required to obtain the necessary hands-on experience and training. Once accreditation is obtained, the Immigration Intern must complete 24 hours of volunteer service and attend eight hours of approved immigration training per year to maintain accreditation under CET. This position may also provide clerical support, client advocacy, and other tasks as assigned. Intern is expected to maintain strict confidentiality of all ICP client information. Accreditation and immigration knowledge is restricted to use under CET's supervision, unless permission is granted by the Staff Attorney to use offsite with partner agencies.

RESPONSIBILITIES:

Case Management (80%)

1. Maintains complete confidentiality of all personal client information.
2. Assist clients with gathering of documents necessary to analyze eligibility for services.
3. Provides accurate information regarding the application of immigration laws, federal and state regulations, internal and external forms, and fees in an effort to assist clients in obtaining a new or different immigration status.
4. Assesses the immigration needs of clients and determines eligibility for available immigration remedies and other services.
5. Informs clients about their eligibility and risks for immigration benefits and refers cases to outside sources when case exceeds CET legal capacity.
6. Provides timely and accurate case management including updating of notes, file organization, filing, and timely action on cases.
7. Prepares applications, petitions, forms, and communicates with USCIS and consulates.
8. Produces letters, drafts, and other general materials to ensure clients' success in receiving immigration benefits.
9. Navigates immigration and nationality law and regulations, as well as secondary sources to research and analyze cases.
10. Prepares certified translations of legal documents into the appropriate language.

Training (5%)

1. Participates in bi-monthly legal training and peer review sessions.
2. Attends all assigned trainings as described in the BIA training overview.
3. Applies and discusses learned material from trainings.

Outreach & Advocacy (10%)

1. Supports educational workshops, orientations, and group application processing efforts with CET and/or with partner agencies.
2. Presents educational immigration, citizenship, and other immigrant integration information in small and large group settings in the appropriate language

Operations & Reporting (5%)

1. Translates documents into the appropriate language as necessary, including flyers, signs, internal forms, etc. that help promote educational workshops, orientations, and group processing activities.
2. Regularly updates clients' activities and services into internal database and collects and provides statistical information as assigned.
3. Regularly collects fees and donations and updates collection information into internal database.
4. Issues receipts for client payments and donations.

Performs other work as required by the supervisor.

KNOWLEDGE AND ABILITIES:

- Must be passionate about CET's and ICP's mission.
- High school diploma or the equivalent.
- Bilingual in English and any other language.
- Works well with a culturally diverse staff.
- Demonstrates strong understanding and commitment to the needs of minority, low-income, diverse, and immigrant communities.
- Able to network within the immigrant community in Santa Clara county
- Strong organizational skills
- Excellent customer relations skills, and handles difficult situations with care and courtesy
- Ability to maintain confidentiality in all matters related to clients.
- Adept at public speaking and teaching in large groups.
- Ability to learn, understand, and interpret immigration laws and regulations.
- Effective at working in a team environment.
- Effective oral and written communication skills, with the ability to learn legal writing.
- Available to work evening hours and occasional weekends when needed.
- Has own transportation with valid CA driver license and proper automobile insurance
- Entry-level computer skills, and able to learn computer software products, including office, excel, access; minimum 20 wpm typing speed.
- Ability to learn to use all office equipment
- Occasionally required to pick up items above 10 lbs, for example a table, chair, to clear an area for clients, etc.

COMPENSATION

This is a volunteer internship with no compensation. Volunteer receives hands on experience and training valued at \$5,000 at no cost to community leaders and students who commit to maintaining their BIA accreditation with CET.

APPLICATION PROCESS

Applicant must submit their resume to CET ICP Program Manager. Email to SPayne@cet2000.org. For questions please call 408-534-5215.