



**JOB TITLE** Immigration Accredited Representative (Part-time); Gainesville, Cooke County

**PROGRAM** Immigration Consultation Services

### **JOB SUMMARY**

The primary function of this position is to provide legal technical advice to eligible individuals, as well as clerical and administrative support to the entire Immigration Consultation Services department. These duties include, but are not limited to, maintaining client files, conducting intake interviews, completing applications/petitions, and entering client data.

### **REQUIREMENTS**

- Work location will be in Gainesville, Cooke County. Must travel to Fort Worth occasionally.
- Interview and screen prospective clients with diverse ethnic backgrounds
- Determination of client's eligibility for the immigration benefit sought
- Provide explanations to the clients regarding the immigration benefits that they are entitled to and the procedure they need to follow in order to obtain those benefits
- Organize and maintain case files to determine proper course of action
- Maintain competency in immigration laws and regulations
- Prepare applications/petitions for those who are eligible to apply for immigration benefits
- Exhibit excellent written and verbal communication skills at all times
- Compile and input necessary documentation

### **QUALIFICATIONS**

1. Bachelor's degree in Pre-Law or Business. A 4 year college degree in a related field with 2 years experience with immigration law or combination of experience and education may be substituted.
2. MUST BE bilingual in Spanish.
3. Experience in immigration issues strongly preferred.
4. At least 6 months of progressive responsibility in managing case files or other related office experience.

### **WORK HOURS AND LOCATION**

Variable office hours. 22 hours a week including weekend hours.

### **TO APPLY**

Interested persons should fax or email a cover letter, resume, & salary requirements to:  
Catholic Charities, Diocese of Fort Worth, Inc.

Attn: Human Resources  
249 West Thornhill Drive  
Fort Worth, TX 76115  
Fax: (817) 535-8779

Email: [ccresume@ccdofw.org](mailto:ccresume@ccdofw.org)

Due to the volume of responses, only qualified parties will be contacted.  
No phones call, please.

Date Posted: February 3, 2012  
Remove Posting: Open Until Filled