JOB ANNOUNCEMENT

Case Coordinator
Immigrants’ Rights Project

Public Counsel’s Immigrants’ Rights Project (IRP) seeks a full-time, bilingual (Spanish/English) Case Coordinator to join its Unaccompanied Children’s team. They will join our UC team that includes six attorneys, a social worker and four support staff. The grant is contingent on renewal each year.

ORGANIZATIONAL BACKGROUND

Public Counsel is the largest pro bono public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children’s Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants’ Rights, Veterans’ Rights, the Audrey Irmas Project for Women & Girls’ Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130. We seek to have a racially inclusive staff.

Public Counsel’s IRP is fighting for a world where all (im)migrants live with dignity, power, and opportunity. IRP collaborates with clients and communities to fight fearlessly for legal protections and a just immigration system. IRP provides direct legal representation to non-citizens seeking asylum, Special Immigrant Juvenile Status (SIJS), VAWA, T and U visas, and other relief in immigration court. In addition to direct representation, IRP engages in advocacy at the local and national levels, represents detained immigrants, recruits and trains hundreds of pro bono attorneys each year, handles appeals before the Board of Immigration Appeals and Ninth Circuit Court of Appeals, and conducts impact litigation challenging governmental action. For 30 years, IRP has been at the forefront of protecting the rights of immigrants in Los Angeles.

JOB SUMMARY

Public Counsel seeks a Case Coordinator for its UC team. The team is interdisciplinary, values each member’s contribution, and promotes a coordinated effort to provide client-centered legal services.

The Case Coordinator will spend approximately 60-70% of their time providing trauma-informed case management services to unaccompanied children, including:

- Developing and maintaining a knowledge base of social services and local, state, and federal benefits available to clients in Los Angeles and surrounding counties;
• Establishing working relationships and partnerships with local service providers and administrators in each service area to enhance the referral process;
• Conducting needs assessments of clients, including the larger context in which the child is living;
• Referring clients and assisting clients enroll in services and benefits including enrollment in MediCal, mental health services, school, housing, public benefits;
• Providing follow-up services to ensure that benefits and services are meeting client needs;
• Assisting clients to troubleshoot barriers to accessing services and benefits, including lack of transportation, access to a telephone, or childcare;
• Working closely with other legal services providers and social service agencies in the area to identify and support resource-sharing amongst these partner agencies;
• Assisting in scheduling and ensuring clients obtain medical examinations as needed for their immigration applications;
• Accompany clients to appointments as needed.

The Case Coordinator will spend approximately 30-40% of their time coordinating the intake process for new clients, including:

• Acting as first point of contact for client referrals;
• Performing initial phone screening;
• Performing client intakes;
• Preparing intake notes;
• Coordinating and managing intake schedule;
• Updating and managing referral list;
• Oversee legal intake capacity by monitoring UC waiting list and UCORD;
• Other intake duties as needed or assigned.

The Case Coordinator will provide written and oral translation assistance on an as-needed basis, including translating at Asylum Interviews before US Citizenship and Immigration Services. The Case Coordinator will also process mail for the Immigrants’ Rights Project as part of a rotation team and may be asked to assist with copying, filing, and other administrative duties as needed.

ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED

• Some college education is required. Bachelor’s degree is preferred;
• Excellent verbal, written, and phone skills in both English and Spanish highly preferred;
• One year of experience working with trauma survivors, including children is strongly preferred;
• Experience and/or openness to working with children facing delinquency or criminal charges;
• Attention to detail, outstanding organizational skills, ability to handle multiple tasks and prioritize effectively;
• Creative problem-solving skills and persistence when navigating new or highly bureaucratic systems;
• Collaborative approach that welcomes and incorporates feedback;
• Ability to implement new systems and procedures, where needed, to effectively handle client referrals and ensure that all client needs are addressed in a timely way;
• Prior experience assisting immigrants and non-profit experience a plus;
• Driver’s license and access to reliable transportation is required, and ability/willingness to accompany clients to appointments throughout Los Angeles and surrounding counties;
• Commitment to immigrants’ rights and the mission of Public Counsel.

START DATE AND COMPENSATION
• This position is available immediately and is a full-time, non-exempt position. Salary is commensurate with abilities and experience.
• Public Counsel offers a competitive benefits package including: (1) medical, dental, and vision coverage with both HMO and PPO options, (2) the option to enroll in a Flexible Spending Account, (3) a 403(b) retirement plan with elective contribution and an employer contribution after a year of employment, and (4) employer-paid life insurance and disability plans.
• Public Counsel follows all emergency state and local orders arising from the current COVID-19 crisis. Though generally this position is office based, currently all staff must work remotely from their homes. Public Counsel will assess when the physical office will reopen in a manner consistent with public health and local and state emergency orders.

APPLICATION DEADLINE
Continuous until position is filled. Candidates are encouraged to apply immediately as we anticipate hiring within weeks of this posting.

TO APPLY
Please email in one PDF the following: cover letter, resume, and at least two references. Write in the email subject line: “UC Case Coordinator Position.” Send this to: Mary Tanagho Ross, Supervising Senior Staff Attorney, at irpjob@publiccounsel.org

Only those applicants selected for interviews will be contacted. No phone calls please.

Public Counsel is an Equal Opportunity Employer
All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.