

Lutheran Family Services AmeriCorps Position Description

Host Site: Lutheran Family Services	Location: Lexington
Position Title: Lutheran Immigration Services	Date: September 2010
Stipend: AmeriCorps Half Time	Reports To: AmeriCorps Supervisor

LFS Mission Statement: Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values: Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Position Purpose: Provide immigration legal services to immigrant/refugee communities under the supervision of the Program Manager/Attorney and BIA-Accredited Immigration Specialist. Provide education, awareness and outreach to immigrant/refugee communities regarding US immigration law and policy.

- Essential Position Duties:**
- Responsible for initial client intake and follow-up to determine client needs.
 - Responsible for communicating with potential clients and scheduling clients' appointments with the BIA Specialist
 - Responsible for working one-on-one with clients to gather case-critical documents and other evidence
 - Maintain immigration files and keep up to date documentation.
 - Provide on-going problem solving in collaboration with clients and staff.
 - Monitor program success and report progress toward objectives.
 - Involvement and assistance in all areas of immigration process.
 - Translate immigration documents.
 - Provide interpretive services for clients as needed.
 - Provide education/advocacy/outreach to immigrant and refugee populations regarding US immigration law and policy

- Position Requirements:**
- U.S. Citizen or Legal Permanent Resident
 - High School Diploma or GED
 - Ability to be creative and innovative
 - Fluently bi-lingual (Spanish/English, Somali/English or Arabic/English) a must
 - Work well in a multi-cultural environment
 - Strong verbal/written communication skills
 - Strong computer skills
 - Strong organizational skills
 - Flexibility to meet the constant changing community services environment

Criminal history, child abuse registry, adult abuse registry, sex offenders registry, Department of Motor Vehicles records checks will all be completed prior to offer of enrollment.

Hiring Manager Signature _____ Date _____

Employee Signature _____ Date _____

Director Human Resources _____ Date _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.