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 (707) 644-8909, www.ccyoso.org

275 First Street, Woodland, CA 95695
 (530) 241-4081

Job Title:	DOJ Accredited Representative Trainee	Job Category:	Legal Services
Department/Group:	Immigration Legal Services (ILS)	Travel Required:	Yes
Location:	Woodland, Yolo County	Reports To:	ILS Director
Position Type:	Full Time, Non-Exempt, 35 hrs/week	Salary	Commensurate with experience

Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. We are seeking an organized, self-motivated individual to serve as the DOJ Accredited Representative for our Yolo County office, based in Woodland, California.

NOTE: Not all unique aspects of the job are covered by this job description

Job Description

Catholic Charities Yolo-Solano (CCYS) is seeking an ethical, compassionate and knowledgeable DOJ Accredited Representative Trainee for its Woodland office which serves the entire county of Yolo. Once hired, the DOJ Accredited Representative Trainee will be required to become DOJ Accredited within a reasonable amount of time from the date of hire. This position supports CCYS’s mission by providing low cost legal services to the immigrant community.

The DOJ Accredited Representative is part of the ILS Team and reports to the ILS Director.

Core Duties

Before receiving DOJ Accreditation

- **Outreach and Group Processing:** Develop community relationships. Responsible for workshops, clinics, outreach activities and information sessions for immigrants, social service agencies serving immigrants, local government and community based organizations. Outreach requires occasional evening and weekend events.
- **Office Management:** Screen calls and, where appropriate, set up and confirm client appointments; perform other clerical duties as needed
- *Refrain from unauthorized practice of immigration law.*

After receiving DOJ Accreditation

- **Case Management:** Provide eligibility and risk assessment, full representation, brief service, and/or legal advice to low income clients filing applications, including family-based and humanitarian immigration petitions, waivers, U Visas, DACA, naturalization, consular processing and adjustments of status.
- **Maintain Legal Best Practices:** Comply with CCYS policies, procedures, protocols, and best practices for non-profit immigration law practice, including legal ramifications, fee collection, maintenance of client files and data for reporting requirements. Participate in regular peer review meetings and legal trainings.
- **Fee Assessment:** Assess fees for services, sign contracts with clients, work with administrative staff to ensure fees are collected and applications are filed in a timely manner.
- **All other duties:** Perform all other duties as needed and/or as directed by supervisor.

Core Competencies

- Demonstrate a fundamental respect for the dignity of others.
- Understands and values quality improvement, able to effectively address overlapping projects and deadlines. Adaptable and reliable in the face of conflict, crisis, or changing priorities
- A demonstrated commitment to diversity and inclusion, valuing a diversity of perspectives and encouraging contributions by all team members
- High analytical abilities to process large amounts of data from multiple sources
- Ability to prioritize across multiple types of work and coordinate the work of others
- Be a proven team builder
- Ability to network and interact internally and externally
- Experience serving clients from many different cultures

Education/Experience

Bachelor's degree and 4 years of relevant experience; or a combination of education and relevant experience

Qualities/Skills

- Excellent written and oral communication and presentation skills
- Proficient in technology, computer operation, word processing and spreadsheets, specifically using Microsoft Office Suite, and/or Google G-Suite
- Able to safely lift up to 50 lbs
- Bilingual - Spanish speaking
- Demonstrate high ethical standards and a personal commitment to the work of the Catholic Church.

Applicants must submit a resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: [Pre-Application Statement and Questionnaire and Employment Application](#) which should include three professional references) to Cecilia Flores at: cmflores@ccyoso.org.

No Phone calls please

Position is open until filled