

CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



### **Position Information**

Position Title:	Immigration Assistant					
Department:	Catholic Charities					
Reports To (Title): Director of Immigration						
Work Schedule: • M – F Hours:to • O Other:						
Type of Employee		Regular Full Time	Regular Part Time	O Part Time	Temporary	
(Hours worked per	r week)	(≥30)	(20-29)	(≤20)	(varies)	
Percentage of Travel Required		<b>O</b> 0%	O 10%	<b>0</b> 25%	O 50%+	
Exemption status (HR use only)		🗆 Exempt	Non-exempt			

#### **Position Summary**

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Immigration Assistant is primarily responsible for providing general support to the DOJ Accredited Representatives through a variety of tasks and activities. This person will learn the complete immigration process by assisting in the preparation of documents and applications and engaging in frequent customer/client contact. He/she must project a professional image on behalf of the agency through in-person and phone interaction.

## **Duties and Responsibilities**

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Responsible for assisting DOJ Accredited Representatives with providing the following services: - Community Educational Presentations and Workshops - Family Petitions - Citizenship - Temporarily Protected Status (TPS) - U-Visas (For Victims of serious crimes) - VAWA (For victims of domestic violence) - Adjustment of Status	
- Work Permits - Deferred Action for Childhood Arrivals (DACA)	40.00

# Duties and Responsibilities continued from page 1

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Catholic Diocese of Raleigh	
HR rev 080216	

Degree Type: \_\_\_\_\_\_

### Formal Education (minimal level REQUIRED for this position)

	No minimum	education	level
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- □ High School diploma or GED
- □ Associates or other 2-year degree including technical/trade school
- □ Bachelors degree
- □ Masters or Professional degree (M.B.A., J.D., etc.)
- □ Doctorate

Degree in specific subject area:

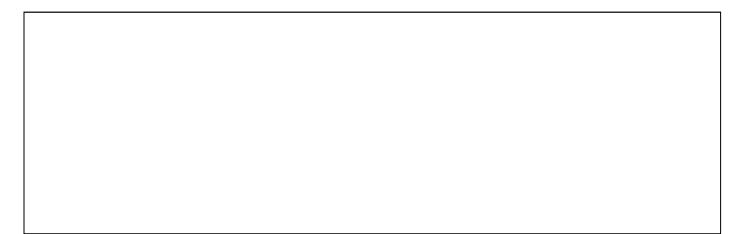
Concentration: \_\_\_\_\_\_

#### Work Experience (minimum experience REQUIRED for this position)

- □ Less than 1 year
- □ 1 3 years
- □ 4 6 years
- 7 9 years
- $\Box$  10 + years

Years of specific work experience: Field: \_\_\_\_\_\_ Years of experience: \_\_\_\_\_

#### Qualifications



## **Position Characteristics**

# Physical Requirements/ Work Environment (This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.				
Sitting for extended periods				
Standing for extended periods				
Primarily office work				
Primarily outdoor work				
Primarily indoor work				
Prolonged exposure to heat/cold				
Prolonged exposure to loud noise				

#### Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for	
accuracy and completeness.	
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally	
is to be done, limitations, quality and quantity expected, deadlines, and priorities.	
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines.	
Assists employee with unusual situations. Employee carries out successive steps and resolves problems in	
accordance with instructions and policies.	
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on	
deadlines, projects, and work to be done.	
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with	
general plans, policies, and purposes of the department. Results of work are considered technically	
authoritative.	

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.