



# CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Catholic Charities  
of the Diocese of Raleigh

## Position Information

Position Title: Immigration Assistant

Department: Catholic Charities

Reports To (Title): Director of Immigration

Work Schedule: ☒ M – F Hours: \_\_\_\_\_ to \_\_\_\_\_ ☐ Other: \_\_\_\_\_

Type of Employee (Hours worked per week) ☒ Regular Full Time (≥30) ☐ Regular Part Time (20-29) ☐ Part Time (≤20) ☐ Temporary (varies)

Percentage of Travel Required ☐ 0% ☐ 10% ☒ 25% ☐ 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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## ***Position Qualifications***

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

- ☐ No minimum education level
- ☐ 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:

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

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

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

- ☐ Less than 1 year
- ☐ 1 - 3 years
- ☐ 4 - 6 years
- ☐ 7 - 9 years
- ☐ 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting for extended periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing for extended periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primarily office work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primarily outdoor work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primarily indoor work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prolonged exposure to heat/cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prolonged exposure to loud noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>Direct Supervision:</b> Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="checkbox"/>
<b>General Supervision:</b> Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="checkbox"/>
<b>Intermittent Supervision:</b> 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.	<input type="checkbox"/>
<b>Administrative Supervision:</b> Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="checkbox"/>
<b>Long-Range Administrative Direction:</b> Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="checkbox"/>

*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.*