CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM

Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title:	Department of Justice (DOJ) Accredited Representative
Department:	Catholic Charities
Reports To (Title):	Director of Immigration Services

Work Schedule:	○ M – F Hours: _____ to _____	◉ Other: Tuesday - Friday		
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 Department of Justice (DOJ) Accredited Representative will provide quality legal immigration services to clients and general immigration information presentations to parish and community groups.

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.

- Assess immigration needs of clients and determine eligibility for services
- Prepare cases for submission to the United States Citizenship and Immigration Services (USCIS).
- Provide information to clients regarding the requirements for applying for various immigration applications
- Assist clients with applications for immigration-related benefits
- Collect fees from clients, issue receipts and deposit revenues
- Conduct follow-up as indicated

60.00

Duties and Responsibilities *continued from page 1*

- Provide outreach/public education in the community - Represent Catholic Charities at assigned immigration related meetings - Translate documents as appropriate	20.00
- Maintain client records, agency and program data collection and reports as required by supervisor, agency policy and procedure and funding sources - Submit program reports in a timely manner	15.00
- Participate in regular supervision with Immigration Supervisor and assigned Regional Director - Comply with policies, procedures and protocols established for the program - Attend agency, staff and community meetings as determined by supervisor - Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor	5.00

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: Human Relations

Concentration: Law

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

Requirements:
- Bilingual in Spanish/English oral and written communications
- Excellent interpersonal skills
- Demonstrated ability to work effectively with a diversity of people from different ethnic and cultural backgrounds
- Skills in working with parishes and other community groups
- Accreditation with the Department of Justice
- Working knowledge of relevant immigration software
- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Authorized to work in the U.S.
- Valid NC Driver's License and a vehicle in working order for business use

Skills: Proven computer skills including Word, Excel, use of Immigration Services Website and other appropriate applications

**Responsibilities of this job involve travel and work beyond the regularly scheduled workday(s)

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.

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