



Charles Lawrence Keith & Clara Miller Endowed EIIC, Case Manager

Description

Emerald Isle Immigration Center is seeking a qualified case manager to join our exemplary organization in its thirty-fifth (35th) year of service and help us deliver our mission.

The full time position will work from both of our office locations in Woodside, Queens and Woodlawn, Bronx. The successful candidate will manage a robust case load and also provide some program management and coordination.

The case manager will prepare at least 100 citizenship applications annually and refer applicants for ESL classes, as appropriate, while requesting fee waivers of the government filing fees for two-thirds of all applicants based on low income and/or receipt of means-tested public benefits. The case manager will also assist at least 100 low-income clients annually with consultations and related application assistance for family-based petitions and other humanitarian immigration benefits.

Additionally, the case manager will provide direct case assistance relating to access to benefits, information on sustainable and affordable housing, Social Security, Medicare & Medicaid, additional access to health programs and benefits, communication with family and collateral to facilitate home care or rehabilitation center discharge, and assistance with medical billing and healthcare advocacy. At least 300 hours of direct service will be provided each year to clients on matters related to social services and referrals, as appropriate.

The case manager will also assist with the management and coordination of the IRS VITA program which provides around 500 individuals with the free preparation of their tax returns and provide information on some protections in legal status in the workplace, in case of workers compensation or pathway to permanent residency.

The case manager will have a significant role in direct service to legal clients as well as in tracking, elevating and advising on positioning vis-a-vis legislation and policy that affects our community. This person will also work within the social services program area of EIIC as needed, creating a personnel bridge between the two areas of our work. Lastly, this person will have an external role, representing EIIC at events and with the media as appropriate. The case manager position will serve critical functions both internally at EIIC and externally for our clients and the wider community of immigrant advocates and social justice organizations.



Requirements

Have experience and education in immigration legal work (including but not limited to paralegal work; immigration policy advocacy work; undergraduate pre-law studies, graduate JD studies or, ideally, a JD degree or MA in a similar field). Bar admission preferred but not required.

Have a passion for a career in social justice and working with vulnerable communities.

Be a confident public speaker, able and willing to represent EIIC.

Represent the Center in public venues, community events, government testimonies etc.

Have a high level of cultural competency and, ideally, fluency in a second language other than English.

Salary range: \$40,000 - \$52,000 - Commensurate with relevant education and experience

Apply with resume and a cover letter to John Stahl via email at jstahl@eiic.org with subject line "Charles Lawrence Keith & Clara Miller Endowed EIIC, Case Manager." Position open until filled. No phone calls please

Emerald Isle Immigration Center is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.