

## Position Description



<b>Position Title</b>	Legal Services Navigator
<b>Program</b>	Resettlement Corps
<b>Reports to</b>	Program Coach and Site Supervisor

### Position Summary

The Legal Services Navigator supports the long-term resettlement of immigrants and refugees in Minnesota. The Legal Services Navigator position is placed at a service site and will establish a relationship with everyone on their caseload, helping them navigate legal resources and services. The position will help clients build their understanding of immigration legal systems, support their progress in legal processes, and support their integration into their community. This is an AmeriCorps service member position with the AmeriCorps program, Resettlement Corps.

### Essential Functions

#### Immigration Legal Process Navigation

- Conduct intakes with potential clients to screen for immigration relief and identify legal services referrals.
- Establish a trusting relationship with clients using a person-centered approach, while maintaining appropriate boundaries.
- Assist with the preparation and filing of immigration applications including asylum, work authorization, and Temporary Protected Status.
- Update relevant parties regularly on individual client progress, process changes, law changes, and data.
- Assist with the management of complex matching processes to ensure clients are connected to the legal assistance they need.
- Support clients with assigned activities to promote understanding of and progress with immigration processes.
- Respond to client, potential client, pro-bono attorney, community, and partner inquiries and appropriately refer questions higher in the agency as needed.
- Work collaboratively with other individuals who are helping clients with their goals (e.g., other programs at host site, Resettlement Network partners, community service providers).

#### Community Resources and Integration

- Develop and maintain knowledge of the Resettlement Network Services and refer clients to critical community supports that promote integration into the community.
- Serve as bridge to programs and resources, ensuring clients have the necessary supports in place to address household needs and barriers. Serve as a liaison between the participant and the systems they are accessing, as necessary.

#### Volunteer, Community, and Partner Engagement

- Recruit and coordinate volunteers to support clients in their goals, as needed.

#### Data Management and Confidentiality

- Maintain documentation of services provided, participant activities, and progress toward goals.
- Report data in online systems in a timely and accurate manner using required data systems.
- Maintain client confidentiality at all times.

### Communication

- Create a welcoming environment for clients, and work to establish a relationship with all in caseload.
- Practice inclusive and thoughtful behavior in building rapport with clients, site stakeholders and program staff; maintain professional boundaries.
- Communicate regularly and effectively with program staff and site personnel.

### Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full service term, serving the total commitment of hours within the term.
- Participate in all required training sessions, meetings, and coaching sessions; travel as necessary.
- Represent Ampact at site-sponsored activities and provide education about Resettlement Corps and resettlement-related services. Recruit community volunteers to participate in site-based events or programming.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

## Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet searches and navigating resources online, completing data entry, using e-mail regularly including sending attachments, using databases and software, using videoconferencing software, and attending training online.
- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Strong interest in working with immigrant and refugee communities and affecting systems change at an interpersonal level.

## Preferred Qualifications

- Excellent written communication skills and attention to detail.
- Lived experience as an immigrant, refugee, and/or asylee to the United States.
- Proficiency in a language(s) other than English.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats