



**DORCAS INTERNATIONAL**  
INSTITUTE OF RHODE ISLAND

## **The Citizenship & Immigration Non-Accredited Caseworker** works with passionate team members who are committed to helping the community.

For nearly 100 years, **Dorcias International Institute of Rhode Island** has helped new arrivals and those with cultural and language barriers to achieve autonomy through education, employment services, refugee resettlement, interpreting and translating, and immigration and citizenship services.

The **Citizenship & Immigration Services (CIS) program** is accredited by the Board of Immigration Appeals. The program handles immigration matters such as citizenship, petitions for relatives, green card applications, asylum applications, deportation defense, and temporary protected status. In 2016, the CIS program gave walk-in consultations to 4800 community members and provided representation for approximately 2,000 clients.

Under the supervision of C&I Accredited Representatives, the Non-Accredited Caseworker works with clients to attain immigration benefits and to reunite their families. S/he meets yearly goals of fee income production and number of clients served. Some of the responsibilities of the Caseworker include preparing and filing immigration applications (such as family-based petitions, legal permanent residence and citizenship applications, TPS applications, and DACA requests), and assessing and prioritizing clients' immigration needs and goals.

The candidate should have the following:

- ✓ Bachelor's degree and/or equivalent experience
- ✓ Knowledge in immigration matters obtained from training and experience in the field.
- ✓ Fluent in spoken and written English and proficiency in a predominant foreign language of DIIRI clientele (Spanish, Portuguese, Arabic, or other)
- ✓ Ability to communicate with and work with diverse populations and cultures

**Why should you apply?**

- This is a full-time job
- Eligible for health benefits (Medical, Dental, etc.)
- We offer vacation, sick, and personal time off.
- 403b and Life Insurance
- Salary Range \$26,663-\$30,000

**Interested applicants should send their resume and cover letter to Human Resources at [Msique@diiri.org](mailto:Msique@diiri.org) by 05/26/2017.**