



# DORCAS INTERNATIONAL

## INSTITUTE OF RHODE ISLAND

### **Citizenship & Immigration Services Program Internship Job Description**

**Job Title:** Citizenship & Immigration Caseworker Aide

**Brief Job Summary:**

The Caseworker Aide works with clients in their various legal needs, such as filing for citizenship, adjusting immigration status, and petitioning for a relative. The Caseworker Aide will assist with document translations and act as an interpreter as needed (must be bilingual in English and another foreign language).

The Citizenship & Immigration Caseworker Aide will report to the Citizenship & Immigration Director.

**Key Duties and Responsibilities:**

- Assist Caseworkers through all aspects of immigration and naturalization, including:
  - Provide initial intake and first phase of assessment for all potential clients
  - Preparation of immigration and citizenship applications
  - Assembly of pertinent documents for legal permanent residence and naturalization
  - Translation of documents
  - Taking client photographs
  - Prepare clients for interview process
  - Interpret for clients at U.S. Citizenship and Immigration Services (USCIS) interviews
- Maintain professional and accurate documentation of client files and enter client information into client database for funder reporting.
- Conduct legal research when needed.
- Support legal staff with filing, data entry, and clerical duties as needed.
- Attend and participate in relevant staff meetings and trainings.
- Work as a team with other staff members and interns, cooperating fully in terms of scheduling, caseload, and sharing information (regarding clients, changes in laws, etc.).

**Skills and Qualifications:**

- Interest in immigration and citizenship in a non-profit setting.
- Fluent in spoken and written English.
- Proficiency in a predominant foreign language of DIIRI clientele – Spanish, Portuguese and Khmer preferred.
- Multicultural sensitivity and previous experience with individuals from diverse backgrounds preferred.
- Able to dedicate 10-20+ hours per week to internship.
- Proficient in MS Office programs.

**Educational and Professional Outcomes:**

- Acquire knowledge of key aspects of U.S. immigration law
- Gain professional exposure in an international workspace
- Strengthen research and writing skills in regard to immigration law and applications
- Learn how to manage client caseloads within given timeframes
- Build a foundation for employment opportunities in a legal and/or nonprofit setting



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**Training:** On-site training and an agency orientation will be provided.

**To Apply:**

Please contact Brandon Lozeau, Community Relations Manager, at 401-784-8649 or [brandonlozeau@diiri.org](mailto:brandonlozeau@diiri.org).