



**ASSISTANT CASE WORKER
Position Description**

Title: **Assistant Case Worker**

Location: **Hybrid, office located at 67 East St, Pittsfield, MA 01201**

Reports to: **Director of Client and Community Services**

Position Type: **Full-time, non-exempt**

Pay Rate: **\$22-\$24 per hour**

Benefits: **Generous Paid Time Off, 401(k) Retirement Plan with Match, Health Reimbursement Arrangement (HRA)**

Application Deadline: **Rolling**

Organization:

The mission of the Berkshire Immigrant Center (BIC) is to advocate for the rights of all immigrants by helping them navigate the complex US immigration system with affordable legal services, local resources, and education. Berkshire Immigrant Center provides its clients with tools to help them overcome financial and cultural barriers, with the goals of strengthening civic engagement and creating equal opportunity for all.

BIC assists more than 800 individuals annually from more than 60 countries in several languages, and is the only nonprofit with accredited representatives authorized to practice immigration law in the county. BIC was founded in 1997 and in October 2021 became an independent 501(c)(3) organization.

Job Description:

We are looking for a full-time, bilingual Assistant Case Worker (English and Spanish) eager to learn, train, and become accredited by the Department of Justice (DOJ) to represent clients on US Citizenship and Immigration Services (USCIS) applications and give legal advice to those seeking immigration benefits in the US and education on civil rights.

This is a hybrid hourly position requiring 30 hours per week, with plans to increase to 40 hours upon receiving accreditation, coupled with consideration for a promotion. Professional training on immigration procedures and relevant legislation will be provided. Long-term commitment sought. May occasionally be required to work in the evenings and weekends for workshops or special events.

Essential Duties & Responsibilities:

- Study and prepare for accreditation process
- Attend trainings on immigration procedures/legislation
- Assist caseworkers with case creation in the database, filling out forms, and research
- Make referrals for clients to access community services
- Manage data collection
- Prepare and lead in-person and virtual presentations and workshops on immigration
- Represent BIC at community events
- Disseminate information about BIC to partner service agencies and others as needed

- Support Intake Coordinator in front desk duties, including client intake, communication (in-person, phone, and email), and assistance with consultations, appointments, and classes.

Qualifications*:

- Associate or Bachelor's degree preferred, or equivalent combination of education, training, and experience
- Legal, immigration, and/or international relations background preferred
- Strong oral and written communication skills in English and fluency in Spanish preferred
- Proficiency with Microsoft Office and Google Suite, and database software, CMS a plus
- Meticulous attention to detail
- Ability to multitask, organize, and prioritize
- Ability to work independently and as part of a team
- Ability to manage confidential information with impeccable discretion
- Demonstrated enthusiasm and commitment to cultural competency
- Ability to sit at a desk and work on a computer for prolonged periods of time

Not sure you meet 100% of the qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria, but women tend to apply only if they meet 100% of them. Yet, people who are systematically marginalized tend only to apply if they meet every requirement. We encourage you to apply if you believe you could excel in this role.

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

**To attain DOJ accreditation, candidates must consent to an FBI background check. Personal information will be reviewed by both the DOJ and local USCIS field office. To safeguard the applicant, candidates must possess legal authorization to work.*

To Apply:

Interested candidates should submit their resume to director@berkshireic.org with "Assistant Case Worker Application" in the subject line. In lieu of a cover letter, please also submit detailed answers to the following questions:

1. What excites you most about this role and about serving the Berkshire immigrant community?
2. Tell us about any experience you have working with immigrants or individuals from diverse cultural backgrounds.
3. What do you think are the most important qualities for a caseworker to have in serving immigrants, and how do you exemplify those qualities?

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The Berkshire Immigrant Center is an equal opportunity affirmative action employer with a long-standing commitment to celebrating diversity. BIC is committed to creating an inclusive environment for all.