

South Dakota Voices for Peace (SDVFP) seeks an Immigration Case Manager to assist the Staff Attorney in immigration case management for children in immigration court and families impacted by separation who are now living in South Dakota. The Case Manager must be a self-motivated advocate with a passion for justice and equality and experienced with working with multilingual, vulnerable clients. This position is based in Sioux Falls, SD. The Case Manager will assist in all interpretations and translations and assist in community presentations about the immigration process and Know Your Rights. The Case Manager will work on a team under the supervision of the Executive Director.

Applicants for this position must be fluent and able to work in both English and Spanish.

Primary Responsibilities:

- Answer all organizational phone calls and schedule initial intakes of eligible clients.
- Screen, assess and evaluate client needs to establish eligibility for immigration benefits.
- Assist Staff Attorney in completing forms assigned to cases based on client eligibility.
- Assist with all client interpretations and translation of documents from Spanish to English.
- Use electronic case management database/system and implement procedures to assure accurate case tracking, timely filings, and case management calendar.
- Conduct follow-up of cases to obtain missing documents, including any Request for Evidence (RFE), confirm receipt of notices and communication from State Department, USCIS and EOIR
- Maintain accurate, complete and confidential case files.
- Work with colleagues to develop public education materials and communication strategies.
- Conduct presentations in multilingual communities by articulating the interests and position of SDVFP.
- Demonstrate a commitment to diversity, equity and inclusion in the workplace using a personal approach that values all individuals and respects differences in race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstance.
- Commit to work collaboratively and respectfully toward resolving obstacles and/or conflicts.
- Travel as required.

Qualifications:

- Demonstrated commitment to the mission and goals of the SD Voices for Peace and SD Voices for Justice.
- Ability to use Windows Office 365 and Google Suite: Microsoft Office, Adobe, OneDrive/Google Shared Drives and Gmail.
- Knowledge and familiarity with culture and community of immigrant/refugee population(s) and immigration issues impacting these communities.
- Demonstrated ability to work with vulnerable clients including children.
- Demonstrated ability to work with multilingual clients and interpreters.
- Ability to work under pressure and handle multiple deadlines effectively.
- Fluency in Spanish and English (written and spoken).
- Proven ability to work independently as well as within a team and take direction.
- Excellent interpersonal and verbal communication skills.

This is a full-time position. Salary commensurate with experience. Health benefits; generous paid holidays; flexible schedule an option.

To Apply:

Email a one page cover letter with salary requirements, resume and three references (name, phone # and email) in **one PDF file** with subject line “Immigration Case Manager Application” to Executive Director, Taneeza Islam taneeza@southdakotavoicesforpeace.org. Applications will be accepted until the position is filled.



The mission of South Dakota Voices for Peace is to provide public education, legal services, and advocacy to counter Islamophobia, anti-immigrant, anti-refugee bigotry in order to nurture informed, civically engaged and inclusive communities. We are the only organization in the state providing legal services to children in immigration court. We value a diverse workforce and an inclusive culture. SD Voices for Peace encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. South Dakota Voices for Justice is the sister organization providing direct lobbying services.