



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Announcement

**POSITION TITLE:** Court Removal and Afghan Asylee Case Manager  
**DEPARTMENT:** Family Empowerment/Immigration  
**REPORTS TO:** Staff Immigration Attorney and Senior Director  
**STATUS:** Non-exempt Regular Full-Time (up to 40 hours/week)

**PURPOSE:** Are you looking for a position that supports our community's vulnerable and marginalized refugee and immigrations to improve their quality of life and create real change? Refugee Women's Alliance mission promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes, and equal access to services while respecting cultural values and the right to self-determination. ReWA's Immigration services provides the critical security and safety each refugee and immigrant is seeking for their family and self. Only with this security of never returning to the place they are fleeing will they be able to truly rebuild their lives. Do you see yourself as a part of that mission?

Under the supervision of the Staff Immigration Attorney, the Case Manager is responsible for Afghan Humanitarian Parolees who want to pursue Asylum, assisting individuals to complete the necessary forms and declaration, connecting them with other community resources when needed to achieve their goal of integration and stability here in the U.S. They also support the Staff Attorney with court removal process for undocumented immigrants establishing a pathway to Legal Permanent Residence here in Washington. Conducting outreach when needed to keep a consistent pipeline of individuals on caseload. Remaining in contact with the participants throughout the process. Supporting the RFE's, research, document attainment and connecting individuals with resources if application is denied.

### RESPONSIBILITIES

- Conduct outreach with: ReWA staff and clients, community providers and leaders; local libraries, ethnic community centers and houses of faith, apartment complexes where Humanitarian Parolees reside.

**Refugee Women's Alliance is an Equal Opportunity Employer.**

- Conduct intake of individual information and comprehensive screening to assess which application would be best for the individual to apply and pathway to LPR for individuals in the court removal process.
- When determined which application Asylee or Temporary Protective Status application, conduct intake of individual information and comprehensive assessment of individual's goals and declaration of individual's story and the critical need to achieve Asylum.
- Case Manager will work together with the participant and Staff Attorney to develop a written detailed and compelling declaration of the individual's story and to collect evidence of persecution for Asylee application and in drafting response for participants in court removal process.
- Refer and/or enroll clients to ESL and other services, as appropriate.
- Under the supervision of staff attorney, assist clients in completing applications and any other forms of documentation needed to support the individual's asylee applications(s).
- Keep clients informed, via phone or in person, of the status of their application, after it has been submitted.
- If USCIS issues Request for Evidence in individual's case, the Case Manager and client will work closely with the Immigration Staff Attorney to prepare an appropriate and timely response.
- Working closely with the Staff Attorney the Case Manager will review the client's case in preparation for the interview.
- The Case Manager will follow up with the client to answer any questions they have about the interview process or court process and help prepare any additional documentation they may need to provide at their interview.
- Case Manager will schedule an appointment for the client to meet with Immigration Staff Attorney prior to their interview or court date.
- Once a decision in the individual's case has been determined, the Case Manager will follow up to answer any questions the client has and advise them on next steps.
- If a client's application is approved, the Case Manager will inform them of options to apply for eligible derivatives outside the US and provide referral information for assistance (if applicable).
- If a client's application is denied, the Immigration Staff Attorney will review the case and advise the client on appropriate further immigration options based on their individual circumstances.
- If there is additional assistance ReWA can provide to the client, such as submitting an application for Temporary Protected Status, the client's Case Manager will continue to assist them.
- Maintain client files and program data; Document client progress re: the asylee process; Complete and submit all required paperwork related to program reporting to the Senior Coordinator/Supervisor, Staff Attorney and Senior Director in a timely manner.
- Work with program staff to evaluate programs, identify needs, and implement new services.
- Participate in staff meetings and trainings.
- Other duties as assigned by Senior Coordinator/Supervisor or Staff Attorney.

#### **MINIMUM QUALIFICATIONS**

- Associate degree in related field from U.S. or home country or equivalent work or life experience in immigration.

- Successful experience working with immigrants and refugees.
- Demonstrated ability to provide quality support services to clients.
- Bilingual in English and Farsi/Dari/Pashtu.
- Demonstrated ability expressing yourself effectively, both verbally and in writing, using the English language.
- Excellent research skills
- Excellent organizational and outreach & recruitment skills.
- Ability to work independently and as part of a team.
- Demonstrated computer skills including knowledge of Excel, word processing and email programs.
- Must have own transportation, a valid Washington state driver's license, and ability to travel to multiple sites on a regular basis.
- Willingness and ability to work flexible hours (including weekends and nights, when necessary).
- Experience researching and collecting data and writing reports and/or declarations.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in related field
- At least two years assisting immigrants & refugees with asylee application in immigration services.

**CLOSING DATE:** Open until filled

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

**To Apply:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101\\_000001&jobId=457123&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101_000001&jobId=457123&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**Closing Date:** Open Until Filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military

**Refugee Women's Alliance is an Equal Opportunity Employer.**

service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.

**Refugee Women's Alliance is an Equal Opportunity Employer.**