



Employment Opportunity

Position: Case Manager in an immigration law firm in Pasadena, California

The fundamental nature of this position is intended to supplement legal case work of the firm by aiding in the provision of/referral to holistic services to ensure the ultimate success and well-being of the clients the firm serves

Employer Description: Lucas & Barba LLP is a social justice driven law firm with a diverse practice area within the field of immigration law. The offices handles a caseload that includes:

- removal defense specializing in representing detained non-citizens diagnosed with severe mental illness falling under the Franco v. Holder class action, and also concentrating on other detained and non-detained clients with claims for relief including but not limited to Cancellation of Removal and Asylum/Withholding of Removal/Convention Against Torture, and naturalization matters;
- family-based immigration matters, ranging from relative visa petitions to complex waivers and consular processing;
- special immigrant visas such as those available to survivors of trafficking, domestic violence, serious crimes and vulnerable children through Violence Against Women Act (VAWA), U visa, T visa, and Special Immigrant Juvenile laws;
- other special forms of relief including humanitarian visas, Parole in Place for family members of military service men and women, and Deferred Action for Childhood Arrivals (DACA).

Given the range of immigration practice areas, Lucas & Barba represents clients before all U.S. Department of Homeland Security agencies, the U.S. Department of State, and in U.S. Immigration Courts, as well as California State Probate and Family Courts in connection with Special Immigrant Juveniles in need of related assistance with guardianship and custody matters.

Position Duties: The case manager will work with attorneys to provide case management support services to clients of the firm beyond the scope of legal services including adults with mental health illnesses, survivors of trauma and vulnerable children. Such case support will entail a separate bio-psycho-social services intake and case assessment, identification of possible resources needed, case specific coordination, and regular follow up with the clients as appropriate. The case manager will be expected to maintain a regularly updated list of relevant community resources for all case types, ranging from support services for domestic violence, mental health, substance abuse, and any other behavioral counseling needs. The Social Worker is expected to keep the attorney for any case s/he is collaborating on regularly apprised of any case management work, progress, or issues s/he encounters with clients.

Specific job position duties include– daily communication with clients, law enforcement/government officials, social workers, community service providers; working with primary attorneys to develop release plans for individuals bonded out of detention; preparing declarations, records requests, as well as other written correspondence in both English from Spanish. Occasional work outside the office may include the submission of filings or obtaining documents from courts and accompanying clients to various agency appointments as feasible.

Qualifications: Must be bilingual with fluency in Spanish, have strong writing skills in both languages, exhibit attention to detail, and work well with others. Bachelor's degree w/ equivalent experience preferred but not required. Background in public interest work and/or immigration law are a plus. Ideal candidate also has experience working with underserved/vulnerable communities, i.e. mentally ill adults, adult and child victims of serious crime/trauma/domestic violence.

Salary/Benefits: Competitive Hourly Rate/ DOE + Benefits (incl. medical, dental, vision insurance, as well as life, disability and retirement benefits)

How to Apply: Please send your resume, short statement of interest, and a writing sample to info@lucasandbarba.com. Estimated start time is as soon as position is filled.