

<b>Job Title</b>	Hybrid Legal Assistant/Social Services Coordinator, Immigrant Children and Youth (ICY) Program
<b>Employer/ Agency</b>	Galveston-Houston Immigrant Representation Project
<b>Job Description</b>	<p>GHIRP is an immigration legal services organization with 501(c)(3) status that launched in October 2020, with a mission to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time, Spanish-speaking hybrid legal assistant/social services coordinator to provide interdisciplinary, trauma-informed support to our children and youth clients. This is not a clinical position and will not be supervised by a LCSW.</p> <p><b>Duties/Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Conduct Know Your Rights (KYR) presentations, comprehensive legal screenings, and needs assessments of children and youth, under attorney supervision.</li> <li>• Provide information, education, referrals, outreach, advocacy, and support to ensure that individuals receive the services they require (i.e., medical, mental health, education, etc.).</li> <li>• Coordinate client services; assist with Immigration Court dockets, direct representation, and the preparation of immigration legal applications, under attorney supervision.</li> <li>• Maintain regular contact with clients, including providing updates on case status and court hearings or deadlines, and following up on case outcomes.</li> <li>• Provide culturally competent crisis intervention for clients when needed.</li> <li>• Maintain clients' confidential records, input case notes, and perform other administrative tasks such as timekeeping, data entry, and grant compliance.</li> <li>• Participate in education and outreach activities, including local coalitions, taskforces and working groups.</li> <li>• Support special events and donations drives, as needed.</li> <li>• Contribute to grant proposals, reports, and periodic communications materials.</li> <li>• Perform all other duties as needed and/or as directed by supervisor.</li> </ul>
<b>Qualifications</b>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent experience.</li> <li>• Fluency in English and Spanish.</li> <li>• Prior experience in immigration law, case management, or social services is preferred.</li> <li>• Knowledge of Microsoft Office, including proficiency in Excel.</li> <li>• Ability to work in a fast-paced environment and manage time and resources.</li> <li>• Excellent organizational and communication skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.</li> <li>• Team player, highly self-motivated, responsive and a good trouble-shooter.</li> <li>• Texas Driver License; clean driving record; own vehicle with applicable auto insurance.</li> <li>• Able to pass national and statewide background checks and submit to drug testing upon hire</li> </ul>
<b>Salary/Hours</b>	Starting at \$52,000 plus full GHIRP benefits, Full-time position Office Hours: Monday through Friday, 8:30am – 5:00pm
<b>Application Method</b>	How to Apply: Applicants should send their Cover Letter and Resume to <a href="mailto:AlexaS@ghirp.org">AlexaS@ghirp.org</a> .
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.