

Queens Legal Services (QLS) seeks a Staff Social Worker to join our Immigration Advocacy Project (IAP) in our vibrant community-based civil legal advocacy organization in Jamaica, Queens.

### **Program Description:**

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education, and community partnerships. We provide free legal counseling, representation, and referrals in civil matters involving the essentials of life including housing, immigration, public and disability benefits, domestic violence prevention, consumer and homeowner protections, and access to education and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We are part of a network of local programs that make up Legal Services NYC (LSNYC), the largest free civil legal services provider in the United States. LSNYC prides itself on its Diversity, Equity, Inclusion, and Belonging (DEIB) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. All employees are expected to learn about, seek to understand, and work to realize our DEIB goals.

### **Immigration Unit:**

The IAP is an interdisciplinary practice team in which attorneys, paralegals, and the Social Worker collaborate to help our immigrant clients in a range of immigration advocacy matters, including removal defense, affirmative and defensive asylum, Special Immigrant Juvenile Status (including family court representation), family-based petitions, applications under VAWA, U and T status, and more. The Social Worker will work closely with the attorneys to minimize the barriers clients may have in participating effectively in their legal cases and meeting their personal or legal goals. The Social Worker may also have the opportunity to work with the immigrant community as client needs present in other practice areas, including education, housing, or other units as needed. The Social Worker reports to the Director of Social Work and will also work closely with the Director of the Immigration Advocacy Project. In addition, the Social Worker will have access to clinical supervision as outlined in the Collective Bargaining Agreement.

### **Responsibilities:**

The Social Worker will be responsible for working with people who have active legal cases with QLS. Responsibilities will include:

- Assisting clients in the identification of service needs, which may include but not be limited to medical, mental health, or additional specific social service concerns, and preparing clients for engaging in needed services;
- Providing referrals, supportive counseling, crisis intervention, safety planning, and general case management support to individuals and families;
- Advocating on behalf of clients to secure appropriate benefits or services from social and government agencies;
- Conferring and consulting with attorneys and their clients on issues of social work advocacy relevant to legal matters;
- Developing service plans for and preparing clients to more effectively advocate on their own behalf;
- Accompanying clients to appointments or other venues (including court, HRA offices, etc.) as needed;
- Developing and maintaining referral resources for clients;
- Conducting home and community visits with clients, as needed;
- Developing and maintaining relationships with community groups, organizations, and agencies;
- Conducting outreach and trainings with immigrant communities;
- Reviewing and providing professional psychosocial assessments and evaluations for clients, to be submitted to federal immigration agencies (e.g., USCIS and EOIR), or other agencies;
- Assisting on initiatives developed by the QLS social work unit;
- Appearing in court and testifying on behalf of clients regarding psychosocial assessments, as needed; and
- Social Workers will have the opportunity to supervise social work students and volunteers.

### **Qualifications:**

- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- Master of Social Work degree, New York State license, preferred (if the candidate does not have a license at the time of hire, the candidate must take the qualifying exam as soon as feasible; if unlicensed, may be required to get the limited permit as outlined in the CBA);
- SIFI certified, preferred;
- Familiarity with New York City (NYC) institutions and social service systems;
- Knowledge of and comfort working with people who experience mental health, substance use, and trauma-related conditions;
- Knowledge of trauma-informed best practices;

- Desire and ability to work within an interdisciplinary team;
- Experience providing short-term counseling and crisis intervention;
- Experience conducting psychosocial assessments;
- Outstanding organizational, planning, and time management skills;
- Excellent interpersonal skills;
- Outstanding communication, research, and writing skills;
- Skill with Microsoft Word, Excel, and Outlook, internet research, and a willingness to learn and adapt to new technologies; and
- Fluency in Spanish, or another language spoken in the communities we serve, is preferred

### **How to Apply:**

Applicants should send a cover letter, resume, and two writing samples to [jobs@queenslegalservices.org](mailto:jobs@queenslegalservices.org). Please write "Immigration Social Worker" in the subject line of the email.

Salary and benefits are determined by the LS-NYC Collective Bargaining Agreement.

Legal Services NYC is an equal-opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are strongly encouraged to apply.

All employees are strongly encouraged to continue to receive and maintain up-to-date COVID vaccinations unless they are unable to for medical or religious reasons.

Salary Range (Based on years' experience):

- 1-10 years: \$62,805 - \$85,108
- 11-20 years: \$87,256 - \$104,721
- 21+ years: \$109,961 - \$120,073