



## **Employment Opportunity (Bilingual Paralegal) Catholic Legal Services, Archdiocese of Miami, Inc.**

Catholic Legal Services, Archdiocese of Miami (CCLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CCLS seeks bilingual Paralegal/Case Worker to provide support to immigrant community.

**Location:** Hollywood, Broward County

### **Duties:**

- Initial assessment (Utilizing the Legal Services Management Program “LSMP” to create a client record with biographical information, history of entry to the U.S. territory, employment history to determine the type of services needed to implement a service plan, etc.) to clients requesting immigration assistance. Upon completion of the initial report, staff determines client’s eligibility for services based on the organization’s structure.
- Assistance to clients in the preparation and completion of immigration forms such as Employment Authorization, Parole requests, Adjustment of Status, Temporary Protected Status, Petition for Alien Relative, and any other forms of relief before USCIS.
- Follow up appointments.
- Make community referral as appropriate (SSI, housing/shelter, medical, etc.).
- Other duties assigned by the supervisor.

### **Qualifications:**

- Experience working as a paralegal or caseworker preferred;
- Fully bilingual, including reading and writing, in English and Haitian Creole required; Tri-lingual candidates are highly encouraged to apply.
- Proficient knowledge of Microsoft Office Suite, Microsoft Teams, Zoom, and USCIS website.
- Capability to quickly learn and navigate our internal database system (LSMP)
- Must have excellent communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others; and
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment.

**Job Type:** Full-time

**To Apply:** Send a cover letter, résumé and three references to Managing Attorney, Krystin Montersil and/or Paola Bichara, HR Coordinator at [pbicharatorres@cclsmiami.org](mailto:pbicharatorres@cclsmiami.org).

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