



Employment Opportunity Social Services Coordinator with Unaccompanied Minors Team

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks a bilingual Spanish-speaking attorney to work with our vulnerable populations team which serves families and unaccompanied children facing removal proceedings before the Miami Immigration Court and in local state courts.

Location: Miami (Downtown) - 28 W. Flagler Street, Miami, FL 33130

Duties

- Develop and maintain a knowledge base of social services available to clients in assigned work areas.
- Develop relationships with community coalitions in areas of high client concentration.
- Establish working relationships and partnerships with local service providers and administrators in each service area to enhance the referral process.
- Complete referrals to services, assist families in completing intake requirements for these services, and follow up as necessary.
- Track and report client data, outreach actions and outcomes, and general information for program evaluation, performance quality, and development purposes.
- Assist CLS legal staff on working with families in crisis and transition.
- Conduct trainings to support pro bono attorneys and for community social providers.
- Working closely with relevant stakeholders such as legal services providers, law firms, corporations, and law schools to identify and support resource-sharing amongst these partner agencies.

Qualifications

- Undergraduate degree in Social Work or related field, preferably in counseling, or related specialty.
- 2+ years of experience working with immigrant populations; experience working with unaccompanied minors preferred.
- Advanced fluency in English and Spanish, spoken and written, required.
- 2-3 years of experience working with children, preferably unaccompanied minors, immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma.
- Ability to work collaboratively, and preferably, prior experience working with attorneys, law firms, or other legal service providers.
- A strong record of intercultural responsiveness, sensitivity and awareness, and cross-cultural communication skills.
- Experience working with a diverse team of social service providers and advocating on behalf of clients.
- Ability to effectively conduct trainings to diverse audiences in person and virtually, including attorney trainings and diverse presentations for child clients.
- Ability to manage, create and oversee various events that aim towards bringing resources and services to child clients.
- Ability to network with local coalitions to establish strong relationships to allow for cross referrals.

Job Type: Full-time

Main Office
28 West Flagler Street, Suite 1000
Miami, Florida 33130
Tel. 305-373-1073

Hollywood Office
6565 Taft Street, Suite 401
Hollywood, Florida 33024
Tel: 954-306-9537

Benefits:

- 401(k)
- 401(k) matching
- Disability insurance
- Flexible schedule
- Health insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Schedule:
- Monday to Friday

COVID-19 Considerations

- Remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place
- Ability to commute/relocate:
- Miami, FL 33130: Reliably commute or planning to relocate before starting work (Preferred)

Please email a resume, cover letter, and one writing sample to kpadron@cclsmiami.org and ssanon@cclsmiami.org.