

Service Opportunity Data Sheet

Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

Unit: Elkhart, Indiana

Date: May 1, 2006

Position Title: Immigration Counselor

Organization/Agency Name: Catholic Charities of the Diocese of Fort Wayne-South Bend

Agency Contact: Monica Newcomer

1817 Miami Street

South Bend, IN. 46613

(574) 234-3111 Ext 32

mnewcomer@ccfwsb.org

1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):

Catholic Charities of the Diocese of Ft. Wayne-South Bend Inc. is a state licensed and accredited social service agency serving the people of 14 counties of NE Indiana. Services include counseling, childcare, adoption, assistance to refugees and immigrants, emergency assistance and providing volunteer opportunities.

The Immigration Services provides affordable and accurate services to immigrants who seek to adjust their status, reunite with their families members, obtain employment authorization or make other status adjustment through the U.S. Citizenship and Immigration Services. Citizenship classes and assistance with naturalization are also provided.

2. Detailed position description (include whether position is full time or half time):

1. Conduct assessment interviews with clients to determine eligibility for immigration applications.
2. Prepare applications and supporting documentation to file with the national immigration office.
3. Travel to local parishes with the case-manager to provide services to various immigrant communities.
4. Assist with general office management tasks (e.g. filing, opening and closing client cases, answering phone calls, etc.)
5. Create promotional materials to educate the community on immigration issues and immigrant rights

6. Organize community presentations in collaboration with other agencies on immigration issues.
7. Maintain the immigration client database.
8. Assist the Immigration Case Manager in other tasks, as assigned.
9. Opportunity for a full-time or part-time position.

3. Qualifications:

Bilingual (English/Spanish). Bachelors degree in Social Work, Sociology, or related area, or at least one to two years of relevant experience. Excellent written and verbal communication skills. Working knowledge of word processing software (prefer Microsoft Word) and the Internet. .

4. Worker's Compensation? Yes or No.

5. Comments:

Either part-time or full-time options are available depending on the availability of transportation. Part-time work is available through the Elkhart office, which does not require transportation.

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____