

## **ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:**

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 130 and an annual budget of \$20 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

## **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a full-time **Bilingual Social Services Advocate** to join an interdisciplinary legal team. As a Social Services Advocate, you will work closely with NWIRP's legal staff across the organization, primarily in the coordination of social services available to NWIRP clients. This position has a focus on helping immigrants and refugees to apply for public benefits.

The applicant must be fluent in English and one other language (please indicate in application materials), and must be able to start the position as soon as possible. Additional languages spoken are a plus.

The position is supervised from the NWIRP office in Tacoma, Washington, however the Social Services Advocate will serve all four NWIRP offices (Granger, Tacoma, Wenatchee, and Seattle), and we welcome candidates with an interest in working from any of the four NWIRP offices. Regardless of the position's location, you will occasionally travel within the State to each office. This position is ever-evolving, based on the needs of the communities NWIRP serves, and will require someone who excels at initiating and leading delivery of services, works well independently as well as in a team, is highly adaptable, and able to build rapport with a diverse community of clients, partner organizations and internal staff.

The anticipated hours of work are Monday – Friday, 9:00 am – 5:00 pm, with a 60 minute unpaid lunch. Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). Staff may choose to wear a face mask in the workplace, but it is not currently required. At the time of this posting, most NWIRP staff are operating in a hybrid model. At the time of this posting, NWIRP is operating in a hybrid model, and some in-office work will be expected of this position (at least two days per week).

## **BENEFITS AND COMPENSATION:**

Beginning annual salary is \$64,281.53 (\$35.32 per hour) and is higher depending on years of directly relevant experience. For example, if you have 10 years of directly relevant experience the annual compensation would be \$75,314.75 (\$41.38 per hour); 20 years would equal \$86,032.10 (\$47.27 per hour).

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Automatic, Employer contribution of 3% to 403(b) retirement plan
- Generous paid vacation (16 days during your first year)
- Paid health leave (12 days per year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with state paid leave
- 14 paid holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle or Tacoma, and free parking at Granger and Wenatchee offices
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- Four (4) weeks of paid sabbatical after every five (5) years of employment at NWIRP
- Eligibility to earn compensatory time
- Relocation bonus for eligible new employees, pursuant to our CBA

NWIRP is also an eligible employer under the Federal Public Service Loan Forgiveness program.

## **COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:**

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

## **RESPONSIBILITIES:**

In this position you will:

- Collaborate with NWIRP's legal staff in an interdisciplinary manner to assess client needs;
- Provide NWIRP clients with information, coordination, and appropriate referrals to address various needs, including safety planning, housing, translation, protection orders, health services, counseling, education, employment, family law and public benefits, all while maintaining confidentiality;
- Maintain an ongoing caseload of clients with exceptional needs, including safety planning and post-release plans (for immigrants in immigration detention) as necessary;
- Provide technical assistance to NWIRP staff, as needed, and coordinate and help maintain an internal community resource library for NWIRP legal staff and clients;

- Provide in-house training to NWIRP staff, as needed;
- Occasionally, travel within Washington State to each of NWIRP's offices in Granger, Seattle, Tacoma or Wenatchee may be necessary, when needed for completion of other job requirements;
- Engage in outreach and community education in the interdisciplinary area of immigrant rights and social work;
- Conduct outreach with social service providers to develop relationships so NWIRP clients can better access social services from these agencies;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking trainings and other duties in a timely manner;
- Participate in NWIRP's outreach, community education and development efforts; and
- Perform other tasks and responsibilities assigned by supervisory staff depending upon NWIRP's needs, including serving as a field instructor for BASW and MSW student interns if the applicant possesses minimum requirements set forth by university Social Work programs.

**Physical demands:** While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper. Occasional work on night and weekend hours. Travel may be required. Travel reimbursements apply.

**Emotional demands:** While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited to, discrimination; child abuse, neglect, abandonment; domestic abuse; sexual assault; human trafficking; violence, and psychological trauma.

## SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#);
- Master's Degree in Social Work preferred (\*supervision for social work licensure available\*) OR Bachelor's Degree in Social Work with two years of demonstrated post-baccalaureate experience in the practice of social work, which could include internships or jobs focused on:
  - Competent case management and/or
  - Providing direct services to clients, preferably to survivors of violence and/or within immigrant communities.
- Must be bilingual in English **and one additional language**. Additional languages are a plus;
- Ability to provide client-centered services with a trauma-focused approach;
- Excellent written and oral communication skills and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Ability to work independently as well as in a diverse team environment;
- Must be resilient and empathetic with a high level of personal integrity and excellent interpersonal skills when engaging with clients and staff;
- Must be able to efficiently manage multiple tasks, work well under high-stress situations, and anticipate quickly changing needs;
- Ability to interface with the impact of secondary trauma;
- Highly motivated, resourceful, open-minded, flexible, and easily adaptable to change;
- Proficiency in use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms; Familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; and
- The applicant must have a valid driver's license as the position involves some travel.

## REPORTS TO:

Social Services Manager

## TO APPLY:

You will need to upload a single file document including your cover letter, resume, and list of three (3) references via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, describe 1) how your lived or work experience make you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to providing social services advocacy to immigrant client communities. **Applications will be accepted until the position is filled, but for full consideration please apply by October 2, 2023 at 5:00 pm.**