



Navigator/Immigrant Advocate
Part-time

NMILC is a social justice organization whose mission is to advance equity and justice by empowering low-income immigrant communities through collaborative legal services, advocacy and education. Since its founding in 2010, NMILC has provided direct legal representation to more than 4,000 immigrants and has assisted more than 2500 immigrants through its group processing workshops and fairs. NMILC's model focuses on establishing relationships with local, state and national organizations and governmental institutions to expand access to legal services to historically marginalized immigrant communities.

Job Summary:

The Navigator/Immigrant Advocate will be responsible for providing case management support services to immigrant, screening new clients for service needs using the Pathways Screening Tool, helping immigrants access social safety net services by making and receiving referrals and networking with community to strengthen NMILC's referral network. Frequent communication with the NMILC staff and partner immigrant and advocacy organizations will be required. A minimum of 20 hours a week will be spent on client navigation for qualified individuals in Bernalillo County.

Essential Duties and Responsibilities:

- Provide best-practice navigation support services, advocacy, and follow-up services in a culturally competent fashion in accordance with position's goals and objectives;
- Assist with intake and screening to help clients identify priorities and needs, safety planning and identification of service options, and scheduling follow-up contact and suitable referral;
- Assist client in gathering documentation, interpretation and translation necessary for services and/or advocacy;
- Network and maintain collaborative relationships community service providers to reduce barriers that might impede access to meaningful services;
Maintain confidential client files and abide by Program's Confidentiality Policy pertaining to record-keeping and all client-related communications;
- Maintain accurate case data in both NMILC's internal case management system (LegalServer) and the Pathway's Program database.
- Responsible for data collection and monthly, quarterly and annual reporting for the Pathways program.
- Attend monthly meetings with other Pathways providers.
- Other program support duties as designated by Supervisor.

Qualifications:

- Undergraduate degree
- Background (preferred) and/or interest in social work, case management, and/or community health;
- Ability to communicate fluently in both Spanish and English in oral and verbal communications;
- Strengths-based approach to services;
- Clear understanding of confidentiality and strong sense of professionalism;
- Willingness to participate in trainings required for the position
- Valid driver's license;
- Experience working with at-risk immigrant populations preferred;
- Ability to input and track data and produce reports in a timely fashion, as required by position funder and/or upon request from Administration.

Key Competencies:

- Provide a non-judgmental and supportive environment to vulnerable clients;
- Deal with crisis situations in a calm and professional way;
- Be self-directive in time management and work load, while open to seeking guidance from supervisor, as needed;
- Network effectively with other agencies and professionals within the service area;
- Use the computer skillfully, feel comfortable navigating web-based databases, and have command of Word, and working knowledge of Excel.

Contact: Quiana Salazar-King, qsalazar-king@nmilc.org

To Apply: Send your resume, cover letter, and two references to qsalazar-king@nmilc.org. The subject should state “**Pathways Navigator.**” In your cover letter, please explain your interest in the immigration law and in working with immigrants in New Mexico. Your resume should detail relevant skills and experience. **Applications accepted on a rolling basis.**

Environment: NMILC welcomes people from a diverse set of experiences. Immigrants, transgender and gender non-binary individuals, and people of color are strongly encouraged to apply. NMILC is a progressive organization and applicants are expected to collaborate in an inclusive and diverse environment.