Catholic Charities
Diocese of Monterey
Providing Help. Creating Hope. Serving All.

Position	Removal Defense Case Specialist	FLSA	Non -Exempt
Department:	Immigration Legal Services	FTE:	40 hours
Supervisor:	Director of Immigration Legal Services and Managing Attorney	Salary & Classification: $27-$30 p/hr	
Office Location:	Seaside, CA		

ABOUT CATHOLIC CHARITIES:
Catholic Charities of the Diocese of Monterey is a member agency of Catholic Charities USA, the largest network of social service provider in the U.S with 167 agencies nationwide and 12 in the State of California. Catholic Charities Diocese of Monterey serves the counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Catholic Charities is a non-profit, non-discriminatory service organization and employer. We promote equal opportunity in all employment decisions regardless of race, national origin, sex, marital status, physical /mental disability, age or other bases protected by federal, state or local law.

Programs:
The local services are: Financial Stability, Nutrition & Wellness, Tattoo Removal, Immigration Legal Services, and Disaster Relief and Preparedness.

Mission:
Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

Service • Advocacy • Convening

Vision: Our vision is a thriving community where individuals, regardless of their background or circumstances have the opportunity to reach their potential and contribute to society.

Values: We will achieve this through our commitment to advocacy and by providing compassionate, inclusive and impactful services while building bridges of hope, mercy and justice to meet the needs of our community.

POSITION SUMMARY:
The Removal Defense Case Specialist assists the Managing Attorney in providing client-centered, holistic legal support to individuals in removal proceedings, asylum applicants, and unaccompanied minors. This position is based in Seaside, but supports clients throughout Santa Cruz, Monterey, San Benito and San Luis Obispo Counties. This position assists with case preparation, legal filings, client interviews, hearing preparation, case management, and research while ensuring services are culturally responsive, trauma-informed, and delivered with professionalism and compassion. The Removal Defense Case Specialist also connects clients to community resources, participates in outreach and legal education activities, and maintains strict confidentiality while supporting high-quality immigration legal services.

FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist the Managing Attorney with removal defense case preparation and filings before EOIR, USCIS, California Superior Courts, and other government agencies.
- Prepare applications, motions, declarations, supporting documents, FOIA requests, and FBI background check requests.
- Conduct factual and legal research and assist with hearing, interview, and trial preparation.
- Support clients in gathering evidence, completing forms, and preparing for immigration court hearings and interviews.
- Provide Spanish-English interpretation and translation services as needed.
- Maintain accurate case files, case management records, calendars, and filing deadlines.
- Schedule client appointments and communicate case updates, requirements, and hearing information.
- Provide referrals to social services, community resources, and government programs to support client needs.
- Assist with data collection, reporting, and administrative tasks.
- Participate in community outreach, legal clinics, and Know Your Rights presentations throughout the service area.
- Maintain confidentiality and demonstrate professionalism, cultural humility, sound judgment, and attention to detail.
- Perform other duties as assigned by the Immigration Program Director and Managing Attorney.

QUALIFICATIONS, EXPERIENCE, AND KNOWLEDGE:

- Bachelor's degree from an accredited educational institution.
- Minimum of 3 years of experience providing immigration services, working with vulnerable population of immigrants, domestic violence survivors, trafficking victims, refugees or individuals seeking asylum.
- Demonstrated knowledge of Immigration Law, Immigration Court Procedure, and Removal Defense Cases.
- Excellent interpersonal and communication skills. Ability to communicate professionally and compassionately in English and Spanish (bilingual/biliterate).
- Proficiency in Windows environment and Microsoft Office Suite (Word, Excel, PowerPoint, Office 365).
- Exceptional initiative and professionalism, using independent judgment and effectively prioritize and manage multiple projects.
- Knowledge of local community resources and school systems.
- Ability to maintain strict confidentiality and exercise good judgment.
- Must be comfortable with frequent interruptions.
- Welcoming and friendly demeanor; appreciative and respectful of all cultures and beliefs.
- Ability to work independently and collaboratively in a team environment. Ability to develop and maintain positive relationships.

- Flexible schedule, able to work occasional evenings and weekends.
- General knowledge of the Principles of Catholic Social Teachings and Roman Catholic structure and the ability to apply them to practical actions.
- Current or previous DOJ accreditation (preferred)
- Familiarity with e-immigration case management software (preferred).
- Ability to conduct presentations in large groups (preferred)

LICENCE, CERTIFICATIONS, REGISTRATIONS:

- Valid California Driver's License, transportation and current auto insurance.

OTHER REQUIREMENTS:

- Clearance of fingerprint background check is required.
- Ability to stand and be active for 2-3 hours at a time
- Occasionally lift or move up to 25+ lbs.

WORKING CONDITIONS:

- Comfortable office environment
- Some travel to other locations for meetings, training, etc.
- Under the Rehabilitation Act of 1973, Catholic Charites Diocese of Monterey must provide reasonable accommodations when an employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

HOURS AND OTHER CONDITIONS:

This is a non-exempt 40 hours/week position. Occasional weekends and evenings will be required. Salary range is $27-$30 p/hr based on experience. Catholic Charities offers a full range of employee benefits.

To Apply: Please submit your cover letter and resume to Hr@catholiccharitiesdom.org

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.

APPROVALS:

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Employee name Signature Date

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Immigration Legal Services Director Signature Date