

LUTHERAN SERVICES FLORIDA

JOB OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
PARALEGAL Contact: Otto Luis-Jorge oluisjorge@lsfnet.org JPR# 2266, PAF 24753, Pos-5013	EMPLOYABILITY STATUS ASSISTANCE – TAMPA BAY REGION	FT/NE	-High School Diploma and must be accredited or eligible for accreditation by the Department of Justice, Bureau of Immigration Appeal (BIA) -Three years of experience in immigration work -Must be able to work with people from different cultures -Bilingual a plus -Ability to utilize discretion and exercise independent judgment -Good written and oral communication, interpersonal, organizational skills -Good computer skills (Word and Excel) -Must know how to utilize immigration software	-Verify eligibility of client -Coordinate all immigration related services -Provide counseling to immigration clients -Prepare and file immigration petition -Prepare a weekly activity report -Advise and refer clients to attorneys when necessary -Ensure that all documentation is kept confidential -Research and study immigration cases and laws -Inform LSF clients of available Immigration Services -Assist Supervisor in developing a strong program	\$30,013