



Connect and educate Latina families to transform lives and our Yakima Valley.

¡Únete a nuestro equipo!

¿Quién somos?

La Casa Hogar connects and educates Latina families, to transform lives and our Yakima Valley. Our exciting and dynamic organization serves more than 600 families annually with Adult Education, Early Learning and Citizenship Services.

“La Casa Hogar es un lugar donde puedes llegar y sentir que es un lugar donde recibes apoyo y te dirigen por los caminos correctos, para que sigas educándote, fortaleciéndote, y seguir sin miedo para lograr tus metas, y te dan mucho apoyo. Gracias a La Casa Hogar por existir.” -Mireya, estudiante y miembro del equipo por más de 15 años.

Nuestros valores: Empatía, respeto, relación y confianza, autenticidad, justicia y equidad. Identidad y dignidad, relación y comunidad, compasión y justicia, esperanza y promesa.

¿Qué te ofrecemos?

- Numerous opportunities for personal, professional and leadership development,
- Un espacio donde se te animará a encontrar tu voz y auto-empoderamiento,
- Opportunities to participate in collective decision-making processes and use your voice and presence to create meaningful change in your community,
- Un ambiente de trabajo bilingüe y acogedor con muchas oportunidades para reír, bailar y celebrar en comunidad,
- A work environment where the joys and challenges of balancing work, family, and personal time are understood and supported,
- Un espacio seguro y de sanación para aprender sobre el racismo y los sistemas de opresión y cómo NOSOTROS trabajamos colectivamente para dismantelar estos sistemas injustos,

¡Únete a nuestro equipo e impacta positivamente la vida de los residentes permanentes en el condado de Yakima!

Sobre esta oportunidad: DOJ Accredited Representative

This position is full time (non-exempt) and includes sick time, vacation, paid holidays, and health stipend benefits. This position is supervised by the Citizenship Program Manager. **(Wage range \$36,000-\$42,000)** Additionally, La Casa Hogar invests 14% of its annual budget directly on team members' personal and professional development to strengthen communication skills, self-awareness, self-empowerment, emotional intelligence, nonprofit education, immigration law trainings, and understanding systems and building confidence to navigate them.

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We seek a bilingual individual, passionate about working with families and communities to provide direct representation and community outreach and education to individuals seeking legal assistance with their naturalization cases. He/She/They has experience delivering legal services and understands the naturalization and citizenship process, eligibility requirements and has knowledge of U.S. History and Civics and is willing to learn more. This team member will provide legal assistance to community members through: (1) direct representation (2) individual consultations; (3) community workshops and legal clinics; and (4) community education.

If you feel that your experience fit the description for this position, we invite you to send us a written, video or audio résumé and cover letter for review. Send your résumé and cover letter to Magaly Solis-Citizenship Program Manager at magaly@lacasahogar.org. For questions call Magaly at 509-833-1330. The interview process will be conducted using digital technology; practicals are part of the interview process. During COVID-19 there may be in-person interviews following social distancing & mask requirements.

Responsabilidades:

- Provide trauma-informed and culturally competent direct representation to clients in their naturalization cases before U.S. Citizenship and Immigration Services (USCIS)
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by immigration and the criminal justice system
- Conduct eligibility screenings to determine clients' eligibility for naturalization under the immigration laws
- Participate in La Casa's outreach, community education, and strategic development efforts
- Perform administrative tasks related to grant reporting and other requirements
- Offer case management to support individuals from application to oath ceremony in partnership with naturalization legal services team;
- Support advocacy days and civic engagement efforts;
- Learn to use La Casa's citizenship case management database and train Citizenship team members on best use and practices of case management database and assist with troubleshooting;
- Ensure clients' confidential information and electronic files are kept updated and are accurate;
- Perform other tasks as required and directed by direct supervisor

All team members at La Casa Hogar share the following responsibilities and coordinate with their supervisors and team members on:

- Assist with grant writing and annual fundraising events as supervised by Gerente de Desarrollo y Eventos;
- Attend community resource fairs to share information about La Casa Hogar as needed;
- Offer informational presentations to local businesses, companies, universities and other locations;

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- Complete a timecard twice per month on designated days;
- Attend weekly staff meetings and citizenship team meetings;
- Respect all who enter La Casa Hogar;
- Respect and pursue La Casa's mission to "Connect and educate Latina families, to transform lives and our Yakima Valley."

Requisitos:

Experiencia: Bilingual Spanish/English (writing, speaking, listening) and bicultural **required**. Experience working with immigrant communities **required**. Knowledge of immigration law strongly preferred.

Education: Bachelor's degree preferred; or equivalent work/life/volunteer experience offering legal services.

Other skills and qualities: Self-directed, open to learning, critical thinking and strong attention to detail required. Ability to speak, read, write and understand Spanish and English required. Excellent written and oral communication skills. Strong organizational skills. Experience using Microsoft Excel, Microsoft Word required. Data entry experience needed. A person with passion and willingness to pursue personal development of skills and capacity, learn new skills, think critically, be self-directed and follow-through on planning and organizing tasks will succeed in this position. All team members at La Casa Hogar offer compassion and empathy to team members and clients.

La Casa Hogar es un empleador que ofrece igualdad de oportunidades y no discrimina por motivos de raza, religión, color, edad, sexo, orientación sexual, estado civil o familiar, origen nacional, extranjería o ciudadanía, o discapacidad.



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¡María's historia de éxito!

La Señora María, se inscribió en las clases de ciudadanía en La Casa Hogar porque su meta era convertirse ciudadana de Estados Unidos. María vino a nuestras clases en el 2014, ella es una señora participativa y con muchas habilidades.

María quería lograr su meta y desde el inicio de nuestras clases fue muy constante en su participación. Pronto aprendió la historia cívica de los estados unidos y sus 100 preguntas, ella practicaba su lectura y escritura en inglés, cada día era muy participativa en las clases.

Su maestro voluntario también fue una motivación. Él le ayudaba mucho con su pronunciación. Gracias a la motivación de sus maestros, y también su familia que en casa la apoyaban, María logró pasar su entrevista. ¡Ahora ella es una ciudadana de los Estados Unidos de América!

María se propuso ayudar en nuestras clases de ciudadanía como voluntaria, su maestro fue una motivación y sus compañeros que se ayudaban mutuamente en la clase. María ahora es una de nuestras voluntarias que ha participado como maestra voluntaria por 3 años en nuestras clases de ciudadanía en la Casa Hogar. Ella trabaja en una bodega en Yakima, estudia inglés en el colegio comunitario y en su tiempo libre es voluntaria. Con esa paciencia y habilidades que ella tiene, María ha ayudada a muchos de sus alumnos a prepararse para su ciudadanía. Gracias a esas habilidades y decisiones María ha sido un gran ejemplo para nuestra comunidad.



(Photo taken during citizenship registration for Spring quarter 2018. Photo by Gordon King.)

Story shared by Mireya Chavez
Citizenship Program Associate