

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **social services coordinator** to join an interdisciplinary legal team. As the social services coordinator, you will work closely with NWIRP's legal staff across the organization, primarily in the coordination of social services available to NWIRP clients. The position will be located in **Seattle, Washington**.

Beginning annual salary is \$45,833 with no experience and is higher for relevant experience. For example, if you have 10 years of relevant experience your annual salary would be \$58,811; 20 years = \$71,277.

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 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; disability/life/AD&D coverage; annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days; subsidized transit pass; 12 weeks of paid parenthood leave after 6 months of employment; partially paid sabbatical after 6 years of employment.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse Board, Staff and Volunteer base that is 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 people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. 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. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

RESPONSIBILITIES:

- You will work with NWIRP's legal staff in an interdisciplinary manner to assess client needs
- You will work with NWIRP's legal staff in case assessment, strategy and management of services
- You will provide NWIRP clients (focusing on survivors of violence, children and youth) 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
- You will maintain an ongoing caseload of clients with exceptional needs, including safety planning and post-detention release plans as necessary
- You will provide technical assistance to NWIRP staff, as needed, and coordinate and maintain an internal community resource library for NWIRP legal staff and clients

- You will on occasion drive within the state to each of NWIRP's other offices in Granger, Tacoma or Wenatchee as well as when needed for completion of other job requirements
- You will engage in outreach and community education in the interdisciplinary area of immigrant rights and social work
- You will conduct outreach with social service providers to develop relationships so NWIRP clients can better access social services from these agencies
- You will perform administrative tasks related to grant reporting and other requirements
- You will participate in NWIRP's development efforts
- You will perform other tasks as required and directed by supervisory staff

Physical demands: While performing the duties of this job, you will be 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. **Emotional demands:** While performing the duties of this job, you will be regularly required to discuss topics including, but not limited, to discrimination, domestic abuse and violence.

SKILLS AND QUALIFICATIONS:

- You have demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- You have a bachelor's degree in Social Work, Counseling or equivalent discipline (strongly preferred), *OR* you have extensive relevant professional experience
- You have two years of demonstrated experience in the practice of social work, or equivalent discipline, 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 children and youth within immigrant communities
- You are familiar with the local social service delivery system (preferred)
- You have deep experience and commitment to justice, equity, diversity and inclusion
- You have an advanced understanding of the dynamics of domestic violence, the etiology and treatment of trauma and related mental health conditions, and the skills to support goals related to safety, empowerment and recovery from trauma
- You are committed to working with people of diverse life experiences and cultural backgrounds
- You have the ability to work sensitively with youth, children and families in crisis
- You have the ability to manage stress, handle a large caseload and work in a fast-paced environment
- You have a demonstrated ability to develop supportive relationships with clients
- You have strong ability to work independently
- You have excellent writing, communication, interpersonal and organizational skills
- You are bilingual in English and another language, with a preference for Spanish
- You are proficient in the use of web-based software, MS Word, and MS Excel
- You have a valid driver license

REPORTS TO:

Deputy Director

TO APPLY:

Send your letter of interest, resume, and references in a single PDF document to socialservicescoordinatorjob@nwirp.org with the subject "Social Services Coordinator Application – NAME". You are strongly encouraged to apply by August 9 to be given priority review.