

Full Time Social Worker
Batavia, NY Office



The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking 4 full-time Social Workers to join its Immigration Program, in their Batavia, NY office. This office handles work, under the Office of New Americans (ONA) State contract, at the Buffalo Federal Detention Facility in Batavia.

This is a public defender model program where we represent all detained people that are facing deportation and are not otherwise represented.

This position will work out of our Batavia, NY office with the ability to work a hybrid remote/in-office schedule after the successful completion of the 3-month introductory period. Office culture values work/life balance with reasonable working hours and discourages weekend work.

Generous PTO and benefits.

Duties/Responsibilities:

- Have the ability to work independently while also taking direction and operating as part of our legal team. Must work cooperatively with all staff in the Immigration Program, which includes attorneys, paralegals, social workers and support staff
- Be able to work with clients who have been victim of trauma and their families
- Be able to work with families of detained people to develop and implement release from detention plans
- Identify and build relationships with area shelters and resource programs available for non-citizens
- Have the flexibility to handle an array of projects as the need arises, and be able to multi-task
- Be very organized and capable of tracking work carefully for the purpose of grant and contract reporting requirements, as well as participating in preparing required data and reports to funders
- Local travel to and from the Buffalo Federal Detention Facility is required as well as occasional trips to the Buffalo office
- Valid driver's license and access to a reliable vehicle is required

Requirements/Skills - Required:

- Degree in social work, psychology, or other social services related field.
- 1 years-experience
- Have a sincere ability and desire to work with low-income immigrants facing possible deportation and their families
- Excellent writing and spoken abilities
- Proficiency in Microsoft suite (Outlook, Excel, Word) and familiar with such basic office technology as faxing, emailing and copying
- VLP is a paperless office; candidates must be proficient with computers and technology, including Microsoft 365, SharePoint, and electronic case management systems

Requirements/Skills – Preferred (not required):

- Prior experience working with low-income immigrants
- Fluency in Spanish

TO APPLY: Please send a resume, a cover letter clearly explaining your interest and qualifications.

Include contact information for 3 references and send your materials to: Kimberly Lewis, HR Manager, ECBA Volunteer Lawyers Project, Inc. at klewis@ecbavlp.com.

Applications will be reviewed as received.

Salary/Benefits

- **Salary** range is \$48,500 to \$54,555.90 based on years of relevant work experience
- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, and an Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- A respectful work environment with a true **Work/Life balance:**
 - 14 paid holidays
 - Accrue 11 vacation days and 2 personal days in year 1
 - Accrue 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
 - Accrue 10 sick days each year
 - 1 hour paid lunch if working more than 4.5 hours each day
 - flexible schedules
 - ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
 - discourages weekend work, encourages utilizing PTO
 - dedication to diversity and inclusion

VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.

For information on VLP, see www.ecbavlp.com

For a complete job description, [click here](#).