

## **LI IMMIGRATION CLINIC ROLES**

(Revised 210315)

### **TRANSLATOR (Spanish or Creole will be predominant languages used)**

This person should be fully fluent in the native language the Friend speaks. Their job is to make sure the Friend understands all discussion in the group, including questions they are asked and comments from team members. The Translator should help the Friend fully express their story and make sure that other members of the group understand what the Friend is trying to express.

A good rule of thumb is to translate after two or three sentences, but particularly in a trauma interview, your friends' needs should come first. During the interview time, the translator should be sensitive that the Friend may need a break, and should not hesitate to ask the Friend this.

### **COMPUTER PERSON**

This person is completing the Intake or I-589 (asylum application) directly on the computer. The forms are in the Clinic data base and input can be typed directly on the forms. The Computer person downloads the form(s) on their computer, and fills them in as the interview is occurring as much as they are able (while notetaker also takes notes on the conversational parts. Data such as DOB, address usually the Computer person inputs directly as it is being given). At the end of Clinic the Computer Person uploads a copy of the form (whether it is still in progress or complete) each week into the Clinic database in the Friend's case file so the application is digitally filed.

Expectation is that the Computer person is pretty tech savvy – as they might be jumping back and forth between forms, communicating to other Clinic staff via email or a computer application such as 'Keybase.'

### **NOTE TAKER**

When Clinic has been done Face to Face, this person fills out the 589 or Intake by hand (a back up in case of any technical difficulties. When Clinic went to Virtual

Zoom, I have not seen this done). Most importantly, the Note Taker takes notes by hand to capture any discussion or ideas that emerge which may not be directly addressed in questions on the form. These notes can be critical in helping a Friend flesh out their story. They may also provide details that are useful to an attorney.

The Note Taker also fills out the team sheet each week (form also in the database files). At the end of the clinic session, the team sheet is filled out, indicating the status of the case – how much of the application has been completed, if there are any tasks that have been given to the friend to complete before the next clinic session (i.e. getting copies of legal documents such as birth or marriage certificates, id photos, sworn affidavits from individuals who might have witnessed their situation in their home country, etc.).

Depending on how the LI Clinic is set up, and if we are ‘face to face’ the Note Taker might assist in photocopying the final case record that will be sent to court, also. Otherwise, if we are virtual, this is something the ‘office – i.e. Program Coordinator and/or interns, other volunteers would do after clinic session finishes, that night or the next day.

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If a Team is doing an Intake, very often 2 people – translator and computer person is sufficient. For 589s, a 3 person team is needed.

The Team “Process” will be included as part of their training – i.e. how they are to fill out Intake or 589, at what juncture is an attorney is consulted, where to find country condition reports and how to determine what applies to their case, and inserting in affidavit.

All team members assist in the ‘listening process’ with the Friend. One member of the team typically takes the lead in asking the questions – usually is the Note taker or Computer person, and then the Translator translates.

If a Team is working on a 589 it could be a 4-5 week process (assuming 1 session/week).