

Staff Attorney

Prerequisites for the Position:

- Completion of recognized jurisprudence degree and admission to the Bar of any state
- Two years experience practicing law including experience in the field of immigration law with administrative responsibilities
- Commitment to the mission and goals of Hogar Immigrant Services of Catholic Charities
- Proficient in Spanish and English (writing and speaking)

Summary of Major Duties and Responsibilities:

- Provides immigration legal services by serving as attorney for immigration cases
- Responsible for client screening, caseload assignments, and review of cases/case files
- Prepares cases for submission to the US Citizenship and Immigration Services (USCIS)
- Represents clients in Immigration Court, before the USCIS District Office and Asylum Offices and the Board of Immigration Appeals (BIA)
- Provides public education in the community, collaborating with other agencies
- Supervises record keeping of client files and submits a monthly and annual statistical report
- Provides in-service training to staff on immigration-related skills and knowledge
- Recruits, trains and supervises volunteers and student interns to work in the program. Solicits the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary
- Advises the Group Manager of Legal Services and Program Director on legal issues pertaining to the Immigration Program (including recommendations for staff training opportunities)
- Participates in meetings with immigration legal service community-based organizations
- Assists Program Director in the development and expansion of services and resources for Hogar Immigrant Services of Catholic Charities
- Other related duties as assigned.

Supervision:

The Staff Attorney is evaluated by the Group Manager of Immigration Legal Services. Job performance is evaluated in terms of effectiveness in achieving goals set at the previous year's evaluation and in terms of professional conduct.

To Apply:

Please send cover letter, resume and writing sample to Michelle Sardone at msardone@ccda.net. No telephone inquiries please.