

## **Staff Attorney – Immigration Legal services – Dallas, TX**

Do you begin all projects with a clear understanding of the desired end results? Are you fast-paced AND organized? Are you passionate about leading a team that provides hope and support for immigrants?

*If this sounds like you, keep reading.*

Catholic Charities Dallas is looking for a **Staff Attorney** to join our **team**.

### **JOB DESCRIPTION**

#### **Counsel**

You will interview and counsel clients on the benefits they are eligible under immigration law. You will inform them of the steps necessary to receive these benefits.

#### **Representation**

You will represent clients before the immigration court.

### **QUALIFICATIONS**

- JD from an accredited law school required and bar licensure from any state.
- **Bilingual English/Spanish required.**
- Demonstrated experience with multicultural populations.
- Interest in immigration law, previous experience preferred.
- Litigation experience is preferred.
- Excellent communication skills, both verbal and written
- Computer literate and experience with MS Office suite of products; spreadsheets and organizational tool experience is helpful
- Ability to multitask in a fast-paced environment
- Strong organizational and time management skills required
- Ability to handle confidential information with great discretion
- Ability to travel to detention facility frequently

### **COMPENSATION & BENEFITS**

Catholic Charities Dallas offers a variety of benefits to our staff including medical, dental, vision, and life insurance. Our employees can participate in a retirement plan with an employer contribution after one year of employment. Paid Time Off (PTO) allows employees the flexibility to take time off as they need and we have a generous holiday schedule. This is a full-time, exempt position with a salary range of \$50,000 to \$55,000, based on skills and experience.

### **TO APPLY**

For consideration, all applicants must apply and submit their resume and cover letter via email. Applicants must also complete a work traits survey via this link <https://assess.predictiveindex.com/oi/ccdallas>

***Resumes received without being accompanied by a completed survey will not be considered.*** Due to the volume of responses, only qualified parties will be contacted. *Catholic Charities Dallas is an equal opportunity employer.*

## **ABOUT US**

### **Immigration Legal Services**

Immigration Legal Services was established in 1975 in response to the growing number of immigrants moving to North Texas. This program provides a broad range of immigration counseling and representation to immigrants and their families.

### **Catholic Charities Dallas**

Catholic Charities Dallas (CCD) was formally established in 1941 and was incorporated from the Diocese of Dallas in 1997. Today CCD helps 30,000 individuals annually achieve stability and self-sufficiency through financial literacy, employment services, education, food programs, immigration legal services, refugee resettlement, disaster services, and permanent supportive housing. Catholic Charities is comprised of more than 17 individual programs that serve 9 counties. The strengths of each of our programs are as diverse as the populations we serve, but our belief in the need to provide dignity to those in our community who are often overlooked remains the same.

### **Mission**

Motivated by the love and teachings of Jesus Christ, Catholic Charities of Dallas serves, advocates for and empowers people in need regardless of race, religion, age, gender or nationality, and calls the community to action.

### **Vision**

For the nine-county community we serve, Catholic Charities Dallas will be the leading non-profit social services agency that facilitates and walks with the most vulnerable on their journey toward health, hope and a better life.

### **OUR Values**

**Service** – giving of ourselves and welcoming all

**Compassion** – treating all with empathy, care and consideration

**Integrity** – doing what is just, honest, and merciful

**Respect** – acknowledging the dignity and worth of every person

**Commitment** – giving attention, energy, and passion to all we do

For more information, you can visit our website at: <http://www.ccdallas.org>