

Catholic Charities Job Description

POSITION TITLE: Immigration Attorney
DEPARTMENT: Immigrant Services
REPORTS TO: Department Director
FLSA STATUS: Exempt
TIME COMMITMENT: 40 hours per week, some weekends and evenings to support the program needs.
SALARY: DOE
DATE: November 11, 2010
REVISED: February 9, 2017

POSITION DESCRIPTION: Provides professional guidance to program staff who handle routine and moderately complex cases for low and moderate-income groups of any religious persuasion. Conducts legal assessment and review of complex cases to determine eligibility for immigration benefits and need for referral to other legal providers. Provides consultation and completes applications in selected cases.

AGENCY CULTURE:

The business and social environment we operate in has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to excellence in everything we do;*
- *A commitment to excel at performance and quality improvement;*
- *A commitment to outcomes and measured results;*
- *A commitment to innovation and to what is possible.*
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SUPERVISORY RESPONSIBILITIES:

Assist the Department Director as requested to carry out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities may include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

FINANCIAL RESPONSIBILITY:

Collect, receipt and transmit according to agency policies any fees for services rendered.

ESSENTIAL FUNCTIONS:

Legal Representation

1. Conduct legal consultations and determine eligibility for immigration benefits. Prepare and file complex cases.
2. Represent clients in proceedings before USCIS and the Immigration Court, including deportation hearings.
3. Provide appropriate consultation or assistance to any of the Agency offices seeking assistance in closely related legal areas.

Case Management

4. Supervise and review all cases to ensure the quality of the casework forwarded to USCIS, State Department Embassies and consulates, and related domestic offices of the Department of Homeland Security. Make corrections as necessary prior to forwarding individual cases for adjustment, citizenship, asylum, waivers, appeals, consular processing, motions to reopen, etc.

Staff Development and Trainings

5. Responsible for developing and conducting legal trainings for staff as needed. This includes updating the training manual, identifying key training topics, and preparing new staff for accreditation.
6. Maintain case managers and director informed of changes to immigration law and/or DHS policies that impact the clients that we serve.
7. Keep the Department Director informed on policies and procedures pertaining to immigration issues.

Community Engagement

8. Respond to and attend meetings, briefings, professional association gatherings, and related professional activities, which will assist the Agency in maintaining high standards and an exemplary reputation in the immigration field.
9. Travel as needed and directed to any of the Agency sites, to detention facilities or courts as required.

Program Development

10. Coordinate with the Department Director on planned levels of case management and case priorities, on travel to the various office sites, on staff training needs and dates, and on upgrades required by the offices to manage clientele numbers.
11. Assist as directed in any of the myriad activities required to balance workload priorities, grant-based goals, in-service training and handling of resources so as to ensure maximum productivity and fiscal solvency for Immigrant Services.
12. Assist department administration in the development and expansion of its immigration services and resources.

EDUCATION and/or EXPERIENCE:

1. Jurisprudence Degree plus 3-5 years related experience in immigration law.
2. Jurisprudence Degree plus 3-5 years related experience in immigration law.
3. License to practice law in State of California.
4. 3-5 years' experience in providing immigration-related services.
5. Knowledge of immigration law, procedures, forms, eligibility criteria, removal defense, etc.
6. Ability to counsel clients regarding immigration law, procedures, forms, and eligibility.
7. Ability to represent clients before USCIS and Immigration Court.
8. Ability to provide training to staff regarding immigration law, procedures, forms, eligibility criteria.
9. Bilingual English/ Spanish.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California Drivers License and current automobile insurance in compliance with Agency requirements. Member of the Bar Association, preferably California. Access to and admission in Federal Court.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Must be able to travel to various locations to support the needs of the program.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Catholic Charities reserves the right to revise job descriptions as the need arises. This job description does not constitute a written or implied contract of employment.