



**HIAS Pennsylvania**  
**Job Announcement: Know Your Rights Specialist (Youth Advocacy Initiative)**

**JOB DESCRIPTION**

**Job Title:** Know Your Rights Specialist  
**Supervisor:** Know Your Rights Supervisor

To apply, please send a cover letter and resume in **PDF form** to Yvonne Leung at yleung@hiaspa.org.

**Overview**

**HIAS Pennsylvania's Mission:** Driven by the Jewish value of welcoming the stranger, HIAS (the Hebrew Immigrant Aid Society) PA provides legal, resettlement and supportive services to immigrants and refugees from all backgrounds in order to assure their fair treatment and full integration into American society.

HIAS Pennsylvania is recognized by the Executive Office of Immigration Review (EOIR) of the Department of Justice as a voluntary agency permitted to host immigration specialists known as accredited representatives who can provide immigration legal services. HIAS Pennsylvania is one of the largest non-profit immigration legal service providers in Pennsylvania. With a current staff of over 60 individuals, the organization assists low-income immigrants with adjustment of status, removal defense, family unification, citizenship, and asylum. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied and abused youth.

The only program of its kind in the state, HIAS Pennsylvania's Youth Advocacy Initiative provides legal services to immigrant children and young people in Southeastern Pennsylvania. This work includes providing legal services to children facing removal proceedings in Immigration Court; to children involved in the domestic child welfare system; and to unaccompanied children in the custody of the federal Office of Refugee Resettlement (ORR) in facilities located in Bethlehem and Philadelphia, PA. We seek a Know Your Rights (KYR) Specialist to join our staff to provide services to youth in these facilities. The KYR Specialist will report to the KYR Supervisor.

**Summary of Responsibilities:**

- **Know Your Rights presentations, individualized screenings and pre-court orientation in appropriate language, most commonly, Spanish**
- **Refer cases of released youth to legal service providers around the country**
- **Assist HIAS PA attorneys in providing direct representation to youth**
- **Connect youth aging out of ORR care with housing and other resources where needed, and provide ongoing case management to certain youth following their release**
- **Maintain detailed tracking information of each child who enters the shelter and maintain effective communications between the shelter and HIAS Pennsylvania**

**Know Your Rights presentations, individualized screenings and pre-court orientations in appropriate language**

The KYR Specialist will travel to facilities in Lehigh County and/or Philadelphia at least once a week, and in peak times up to three times a week to meet with detained youth and provide a Know Your Rights presentation which advises youth of relevant immigration procedures and options. The Specialist will also provide individualized screenings to evaluate each case and discuss options with youth and will write up these intake assessments. The KYR Specialist will use existing KYR materials and, together with KYR staff, update materials as needed.

**Refer cases of released youth to legal service providers around the country**

The KYR Specialist will be responsible for referring released youths' cases to other legal service providers across the country. After youth are released, the Specialist will communicate with organizations in their new locations, and also with the youths' families, to help them find free or low-cost legal services.

**Assist HIAS PA attorneys in providing direct legal representation to youth**

The KYR Specialist will perform case intake to determine youths' need for legal assistance. Legal assistance may be short term or long term and may be provided either by the HIAS Pennsylvania attorneys or a pro bono attorney. The KYR Specialist will assist HIAS PA attorneys in providing direct representation by translating documents, filling out application forms, and completing other tasks as assigned. The KYR Specialist will help connect certain youth aging out of ORR care with housing and other resources and will provide ongoing case management assistance to certain released youth in furtherance of HIAS PA's legal representation.

**Maintain detailed tracking information of each child who enters the shelter and maintain effective communication between the shelter and HIAS PA**

The KYR Specialist will be expected to keep detailed and clear records of each case, track referrals, and monitor case outcomes. The KYR Specialist must adhere to any data collection requirements of the funder. She or he will maintain youths' confidentiality. He or she will maintain good communication with the shelter staff, and coordinate with shelter staff as needed to facilitate HIAS PA's work with the program.

**Additional duties as assigned**

The KYR Specialist will complete other tasks as assigned in support of the overall work and mission of HIAS Pennsylvania and the Youth Advocacy Initiative.

***Qualifications:***

- Bachelor's degree required
- Experience working with youth, trauma survivors or other vulnerable populations
- **Spanish fluency**
- Excellent verbal and written communication skills
- Excellent organizational and time management skill and ability to pay close attention to detail
- Proficiency in Microsoft Office applications, database management and internet
- Ability to work in a team of diverse professionals and human service workers
- Applicant must be able to drive and possess a valid U.S. driver's license.

Salary is commensurate with experience. Excellent benefits, including 403(b) with a match, health insurance, disability insurance, life insurance and generous holidays/vacation policy.

*HIAS Pennsylvania is an equal opportunity employer and does not discriminate against any on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.*