



Position Opening: Staff Attorney (Immigrant Youth Advocacy Initiative)

Job Title: Staff Attorney (Immigrant Youth Advocacy Initiative)

Supervisor: Immigrant Youth Advocacy Initiative Managing Attorney

Status: Full Time

Salary: Starting at \$54,000 + \$500 Language bonus

Application Deadline: April 30, 2021

MISSION

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

GENERAL POSITION DESCRIPTION

The only program of its kind in the state, HIAS Pennsylvania's Immigrant Youth Advocacy Initiative provides legal services to immigrant children and young people in Eastern 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 Eastern Pennsylvania. We seek a Staff Attorney to join our staff to provide services to unaccompanied minors. The Staff Attorney will report to the Immigrant Youth Advocacy Initiative Managing Attorney.

Summary of Responsibilities

- Provide direct representation to immigrant youth in removal proceedings
- Conduct Know Your Rights presentations and individualized screenings in appropriate language, most commonly, Spanish
- As needed, mentor pro bono attorneys providing family court representation to immigrant youth
- As needed, provide trainings to community partners

Provide direct representation to immigrant youth.

The Staff Attorney will represent children residing in Philadelphia and the surrounding area in immigration matters. This includes representation in Asylum, Withholding of Removal, Protection under the Convention against Torture, Special Immigrant Juvenile Status (SIJS), Board of Immigration Appeals, U-Visas, and T-Visas. Using a "universal representation" model, our program provides legal representation to certain children regardless of their eligibility for relief. As such, the Staff Attorney will on occasion represent children who have no relief options or who may seek voluntary departure. The Staff Attorney will represent children before USCIS, the Newark Asylum Office, and the Philadelphia Immigration Court. The Staff Attorney may have an opportunity to represent children in state court in custody and dependency matters related to SIJS.

Coordinate Know Your Rights presentations and intake for immigrant youth.



The Staff Attorney will provide Know Your Rights presentations regarding immigration procedures and options to immigrant youth in Philadelphia and the surrounding area. The Staff Attorney will provide individualized screenings to evaluate each case and discuss options with youth and will also review intakes completed by non-attorney Immigrant Youth Advocacy Initiative staff.

Train pro bono attorneys and stakeholders.

As needed, the Staff Attorney will assist with HIAS PA's efforts to recruit, train and mentor pro bono attorneys handling the state court side of SIJS cases. The Staff Attorney will at times be called on to provide trainings in order to educate various stakeholders about the legal rights of immigrant youth. The Staff Attorney will maintain strong relationships with partner organizations.

Perform administrative tasks.

The staff attorney will maintain clear and detailed records to facilitate reporting to grantors.

Additional duties as assigned

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

Qualifications:

- J.D. degree and license to practice law in any state (Pennsylvania licensure preferred)
- Spanish fluency required
- Prior experience in immigration and/or child welfare law (this could include law school coursework, internships, or clinical experience)
- Prior experience working with youth, trauma survivors or other vulnerable populations preferred
- Excellent verbal and written communication skills
- Excellent organizational and time management skills 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
- Ability to drive and possession a valid U.S. driver's license

This is an exempt position; salary is commensurate with experience. Employment package includes comprehensive health care insurance coverage, 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions. Diverse candidates are encouraged to apply.

HIAS PA is working remotely for the foreseeable future but under normal circumstances HIAS Pennsylvania is a fast-paced environment. There is considerable traffic in the office and the work environment has a moderate amount of noise. The office functions as a team and staff members are asked to work both independently and collaboratively.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status. It is our



policy to provide reasonable accommodation to qualified individuals with disabilities.

Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

Please send a cover letter and resume in pdf format to Yvonne Leung the Executive Assistant at yleung@hiaspa.org. No Phone Calls Please.