



Job Opening: Bi-lingual English/Spanish Immigrant Victims of Crime Paralegal

Job Title: Paralegal
Supervisor: Immigrant Victims of Crime Initiative Supervisor
Program: Immigrant Victims of Crime Initiative (IVOC)
Salary: \$38,000-\$42,000: Commensurate with experience

This position is contingent on grant funding. Applications will be received on a rolling basis until the position is filled. The successful applicant must be ready to start ASAP.

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 one of the largest non-profit immigration legal service providers in Pennsylvania. The organization assists low income immigrants with adjustment of status, removal defense, family unification, citizenship, and asylum applications. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied and abused youth.

Interested Applicant

We seek a paralegal to help support the legal services programming of our Immigrant Victims of Crime initiative. The paralegal will provide direct case support to our Immigrant Victims of Crime Initiative (IVOC) staff.

General Position Description

The candidate should have a college degree or equivalent experience. Prior experience working in a legal services agency is preferred. Spanish language proficiency (oral and written) is required. The ideal candidate will also have had prior experience working with immigrants.

Primary Responsibilities:

The paralegal will provide support to the staff attorneys and accredited representatives in their direct legal representation responsibilities. Responsibilities will include and are not limited to:

- Assist in drafting immigration forms, including requests for fee waivers, work permit renewals, and requests for U Nonimmigrant status certification forms under the direct supervision of the responsible attorney and accredited representative;
- Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case;
- Assist clients and attorneys or accredited representatives with collection of key evidentiary documents in support of case;
- Draft client statements and witness statements, under the direct supervision of the responsible attorney and accredited representative;
- Collaborate with social service partner agency regarding social services needs and referrals;
- Conduct initial screening of client referrals;
- Maintain case files and data entry in case management database;
- Manage up-to-date waitlist of clients in need of services;
- Coordinate regular meetings with our grant partners;
- Provide other general administrative support to attorneys and accredited representatives, where appropriate;
- Additional assignments as required by the funder and/or the needs of the program.

The Paralegal will provide support to the staff attorneys and accredited representatives in their direct legal representation responsibilities. Services will include direct legal services to clients by communicating with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines and other individual aspects of client cases. The paralegal will also assist in drafting client statements and completing certain immigration forms under the direct supervision of the designated attorney or accredited representative including work authorization renewals, etc. Responsibilities will include administrative support, where appropriate. The paralegal will be responsible for coordinating regular meetings with our grant partners and generally facilitate communication with our grant partners.

Administrative: Engaging in ongoing grant compliance activities, and daily client service data management; maintain clear and detailed records to facilitate reporting and case management.

Qualifications:

The candidate should be passionate about HIAS PA’s mission, understand the organization’s roots in and relationship to the Jewish community, and have a demonstrated ability to work with diverse collaborators and stakeholders. In addition, the candidate should possess:

- Bachelor’s degree (strongly preferred) or equivalent combination of education and work experience required; or
- LL.M graduates with a background in immigration law are encourage to apply; or
- Paralegal graduates are encouraged to apply;

- **Bi-lingual in English and Spanish (required);**
- Excellent verbal and written communications skills. A writing sample may be required for candidates who are selected for the second interview
- Preferred:
 - Immigration legal service experience
 - And/or combination of education and work experience with immigrant victims of crime
 - And/or experience working in a non-profit setting
 - At least 1 year experience
- Proficiency in Microsoft Office and Excel applications, database management and internet
- Excellent organizational and time management skills
- Ability to work independently/collaboratively in a team and work with diverse professionals and human service workers
- Ability to pay close attention to detail
- High degree of skill in doing detailed reporting
- **Two-year work commitment**
- Passion for working in a diverse community
- Sensitivity to working with diverse populations

Please send cover letter and resume **as attachments** to Yvonne Leung, Executive Assistant at yleung@hiaspa.org. No phone calls please.

Non-discrimination statement: HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or beliefs.

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

Benefits: This is a nonexempt 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.***

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.