



Job Opening: Know Your Rights Case Specialist

Job Title: Know Your Rights Case Specialist
Supervisor: Detained Children's Project Supervising Attorney
Program: Immigrant Youth Advocacy Program
Status: Full-time, Non-Exempt (35 hours a week)
Salary: \$39,000-\$45,000 (commensurate with experience)

To apply please send a cover letter and resume in **pdf format** to humanresources@hiaspa.org. Please make the title of the position that you are applying for the subject of your email. No phone calls, please.

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

The only program of its kind in the state, HIAS Pennsylvania's Youth Advocacy Program 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; those involved in the domestic child welfare system; and to unaccompanied children in the custody of the federal Office of Refugee Resettlement (ORR) in facilities in Pennsylvania. We seek a Know Your Rights Case Specialist to join our staff to assist in providing legal services to children.

General Position Description:

HIAS Pennsylvania seeks a Know Your Rights ("KYR") Case Specialist to work with our Immigrant Youth Advocacy Program. The KYR Case Specialist will provide informational presentations, legal screenings, and referrals to detained unaccompanied youth in Pennsylvania

as well as support to staff attorneys in their direct legal representation responsibilities. The ideal candidate will also have a strong interest in working with youth, specifically detained youth, and experience serving victims of trauma or other vulnerable populations. Spanish language proficiency is required.

Primary Responsibilities

Responsibilities will include and are not limited to:

- Conduct Know Your Rights Presentations, individualized legal screenings, and pre-court orientations for children and teens in appropriate language, most commonly Spanish;
- Engage in ongoing grant compliance activities, daily client service data management, and maintain clear and detailed records to facilitate reporting and case management;
- Assist in drafting immigration forms under the direct supervision of the responsible attorney;
- Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case;
- Assist clients and attorneys with collection of key evidentiary documents in support of case;
- Draft client statements under the direct supervision of the responsible attorney;
- Collaborate with social service partner agency regarding social services needs and referrals;
- Provide other general administrative support to attorneys where appropriate including document translation;
- Additional assignments as required by the funder and/or the needs of the program.

Qualifications

The candidate should be passionate about HIAS PA's mission and roots, 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;
- **Spanish proficiency required;**
- **A valid U.S. driver's license and ability to drive required;**
- Excellent verbal and written communications skills in English and Spanish;
- Experience working with youth, trauma survivors or other vulnerable populations preferred;
- 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;

- Passion for working in a diverse community;
- Sensitivity to working with diverse populations.

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 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.***

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.