



Job Opening: Legal Advocate, Asylee Outreach Program

Job Title: Legal Advocate

Supervisor: Program Director, Asylee Outreach Program (AOP)

Status: Full time, exempt

Salary: \$40,500 to \$46,500 (Entry level - commensurate with experience)

\$47,000 to \$53,000 (Mid level (6+ years)- commensurate with experience)

Applications will be accepted and reviewed on a rolling basis until the position is filled. Interested applicants are invited to send a cover letter and resume to humanresources@hiaspa.org with the title of the position as the subject of the email. No phone calls, please.

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.

Summary of Program: The Asylee Outreach Program (AOP) provides social and legal services to the following populations recognized by the Office of Refugee Resettlement (ORR): Individuals Paroled as Refugees or Asylees; Refugees (resettled refugees); Asylees whose status was granted; Cuban and Haitian Entrants; Lawful Permanent Residents provided the individuals previously held one of the statuses identified above; Certain Amerasian's from Vietnam who are admitted to the United States as immigrants; Iraqi and Afghan Special Immigrants; Victims of a Severe Form of Trafficking per the Victims of Trafficking and Violence Protection Act of 2000; Time-limited Afghan Special Immigrant Parolees; Special Immigrant Conditional Parolees; Humanitarian Parolees; as well as Ukrainian Humanitarian Parolees and foreign nationals who last habitually resided in Ukraine.

The Program, in partnership with other stakeholders, also provides legal assistance to refugees, asylees, and other immigrant survivors who qualify under the U.S. definition of torture within the Philadelphia area while also connecting them with other available resources. Legal representation is provided to reunite clients with their families, adjust status to permanent residence, and seek work authorization among other legal matters. These services may be offered through in-house programs as well as referrals made to outside agencies. Our goal is to establish a network by which we can best meet the unique needs of this vulnerable and often overlooked population in order to enhance their quality of life. The position is full time and located in Philadelphia, PA.

Position Summary : The Accredited Representative, will primarily be working with refugees, asylees, and other immigrant survivors who qualify under the U.S. definition of torture.

1. Draft and file immigration forms, including requests for fee waivers, work permit renewals, adjustment of status applications, family petitions, naturalization applications. Represent clients at immigration for immigration matters.
2. Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case;
3. Collaborate with social service partner agency regarding social services needs and referrals;
4. Conduct initial screening of client referrals;
5. Maintain clear and detailed records to facilitate reporting and case management;
6. Additional assignments as required by the funder and/or the needs of the program
7. Participate in training and mentoring pro bono attorneys who have accepted case referrals from AOP,
8. Attend monthly and quarterly stakeholder meetings and bi-weekly and monthly HIAS PA meetings.
9. Assist in preparing and providing quarterly, semi-annual and yearly program updates, data collection and reporting of client services as required .

Qualifications:

- Bachelor's degree (strongly preferred) or equivalent combination of education and work experience required
- Experienced Paralegal, DOJ Accredited Representative, or willingness to become accredited
- Experience working with refugees, asylees and other immigrant populations
- Experience with immigration legal services, including a minimum of one year of handling filings with USCIS (strongly preferred)
- Knowledge of immigration law and procedure, understanding of refugee resettlement process
- Interest in a non-traditional legal position practicing immigration law and offering community outreach
- Excellent written and oral communication skills.
- Computer savvy, with thorough knowledge of Excel
- Passion for working in a diverse community;
- Excellent organizational and time management skills;
- Ability to work independently/collaboratively;
- Fluency in French or Arabic preferred
- Sensitive and sympathetic to the experiences and needs of victims of torture
- Background knowledge and understanding of various country condition a plus

Benefits:

This is an exempt position. The employment package includes 403(b) with employer contribution, very generous paid vacation and PTO, employer-paid health insurance, and more. Diverse candidates are encouraged to apply.

HIAS Pennsylvania is currently working three days per week in its offices located at 600 Chestnut, Suite 500B. The remaining two days can be remote.

HIAS Pennsylvania requires all staff be COVID vaccinated with the exception of those who have medical or religious beliefs exemptions.

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.

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.