



Job Opening: Bi-lingual English/Spanish Immigrant Youth Advocacy Paralegal

Job Title: Paralegal
Supervisor: Immigrant Youth Advocacy Program Managing Attorney
Program: Immigrant Youth Advocacy Program
Status: Full-time, Non-Exempt (35 hours a week)
Salary: \$48,000 - \$51,000 (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 (Hebrew Immigrant Aid Society) Pennsylvania 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 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 other forms of humanitarian relief. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied youth.

Immigrant Youth Advocacy Program: HIAS Pennsylvania's Immigrant Youth Advocacy Program is the statewide leader in providing legal services to immigrant children and youth. This work includes providing legal services to youth 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 Paralegal to join our staff to assist attorneys in providing legal representation to children.

General Position Description

The candidate should have a college degree or equivalent experience. Prior experience working at 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 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, asylum applications, adjustment of status applications, requests for Special Immigrant Juvenile status 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 agencies regarding social service needs and referrals;
- Conduct initial screening of client referrals;
- Maintain case files and data entry in case management database;
- Provide other general administrative support to attorneys where appropriate;
- Additional assignments as required by the funder and/or the needs of the program.

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 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;**
- Excellent verbal and written communications skills in English and Spanish. 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 youth;
 - And/or experience working in a non-profit setting;
- 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.

Other Information: HIAS PA is currently working on a hybrid model. HIAS Pennsylvania requires all staff be fully vaccinated against COVID-19 with the exception of those who have medical or religious beliefs exemptions.

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.