



Job Opening: Family Law Attorney

Job Title: Staff Attorney
Supervisor: Immigrant Youth Advocacy Program Managing Attorney
Program: Immigrant Youth Advocacy Program
Status: Full-time, Exempt (35 hours a week)
Salary: \$61,500 - \$65,500 (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 Staff Attorney with experience in Pennsylvania family law to join our dynamic team of legal professionals dedicated to protecting the rights of immigrant youth.

General Position Description

Special Immigrant Juvenile Status (SIJS) is a unique path to citizenship Congress designed specifically for minors who have been abused, abandoned, and/or neglected by their parent(s). SIJS is a bifurcated process that requires representation in Family Court as well as Immigration Court. We are seeking a candidate with Pennsylvania family law experience to expand our

services to include Family Court representation in SIJS matters. The ideal candidate will have 3-5 years of experience practicing family law in Pennsylvania, with a specific focus on custody proceedings. The candidate will also have a strong interest in working with immigrant youth and their families and a willingness to travel to various counties across Southeastern Pennsylvania. **Spanish proficiency is not required. Staff Attorney will have access to virtual interpreters for work with non-English speaking clients. Candidates who are not proficient in Spanish should have a desire to learn. This position includes funding for Spanish language instruction with built-in time for language study and practice.** Prior experience with a public interest organization or working with victims of trauma or other vulnerable populations is preferred.

Primary Responsibilities

Direct Representation: The Staff Attorney will represent the caregivers of SIJS eligible youth in obtaining state court orders (typically custody or dependency) in counties throughout Southeastern Pennsylvania. While the primary focus of this position is on family law representation, the Staff Attorney will also receive training to represent youth in immigration matters such as SIJS, asylum, Temporary Protected Status (TPS), U visas, and T visas. The Staff Attorney will represent children before USCIS, the Newark Asylum Office, the Philadelphia Immigration Court and caregivers before the various Courts of Common Pleas in Southeastern Pennsylvania.

Staff, Pro Bono, and Stakeholder Training: The Staff Attorney will train and mentor Immigrant Youth Advocacy Program staff on the practice of Pennsylvania family law. The Staff Attorney will also assist with HIAS PA's efforts to recruit, train and mentor pro bono attorneys to represent caregivers in the family court process of SIJS. 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.

Know Your Rights Presentations and Intake: The Staff Attorney will occasionally assist with Know Your Rights presentations regarding immigration procedures and options to immigrant youth and their families. As needed, the Staff Attorney will provide individualized screenings to evaluate each case and discuss options with the youth and will also review intakes completed by non-attorney Immigrant Youth Advocacy Program staff.

Administrative: 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 PA and the Immigrant Youth Advocacy 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:

- J.D. degree and license to practice law in Pennsylvania;
- **Prior experience in family law, preferably 3-5 years, particularly in custody and/or dependency;**
- Ability to travel to attend hearings in counties throughout Southeastern Pennsylvania (all travel is reimbursed);
- Prior experience working with youth, trauma survivors or other vulnerable populations preferred;
- Spanish proficiency, or desire to learn Spanish;
- Excellent verbal and written communication skills;
- Proficiency in Microsoft Office applications and ability to work with databases;
- Excellent organizational and time management skills;
- Ability to pay close attention to detail;
- Ability to work in a team of diverse professionals and human service workers;

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.

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.

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.