



## **Supervisory Attorney, Immigrant Youth Advocacy**

**Job Title:** Supervising Attorney  
**Program:** Immigrant Youth Advocacy Program  
**Supervisor:** Program Managing Attorney  
**Status:** Full-time, Exempt (35 hours a week)  
**Location:** Philadelphia, PA (HYBRID)  
**Salary:** 64500.00-69000.00 (commensurate with experience)

**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 provider 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 Supervising Attorney to join our dynamic team of legal professionals dedicated to protecting the rights of immigrant youth.

### **Position Description**

#### **Primary Responsibilities**

**Supervision:** The Supervising Attorney will supervise, mentor, and ensure the ongoing professional development of supervisees. This includes:

- Observing client interactions and court work, reviewing written work, appearing with and supporting junior attorneys in court;
- Supervising paralegals and non-attorneys in intakes, client meetings, and case management tasks;

- Training new staff on grant compliance, case management, and office procedures;
- Holding regular check-ins with supervisees, providing performance feedback, and instilling healthy work-life boundaries.

**Direct Representation:** The Supervising Attorney will represent unaccompanied minors in immigration matters. Using a “universal representation” model, our program provides legal representation to certain children regardless of their eligibility for relief. As such, the Supervising Attorney will represent youth seeking humanitarian forms of relief such as Special Immigrant Juvenile Status (SIJS) and asylum, as well as children who have no relief options or who may seek voluntary departure or an order of removal. The Supervising Attorney will represent children before USCIS, the Newark Asylum Office, the Philadelphia Immigration Court, and the Board of Immigration Appeals. If barred in Pennsylvania, the Supervising Attorney may have an opportunity to appear in state court proceedings for matters related to SIJS.

**Community Education and Outreach:** The Supervising Attorney will assist with legal education efforts, including planning and providing Know Your Rights presentations, stakeholder trainings, as well as producing educational materials. The Supervising Attorney will maintain strong relationships with stakeholders and partner organizations.

**Pro Bono Development:** The Supervising Attorney will assist periodically with HIAS PA’s efforts to recruit, train and mentor pro bono attorneys.

**Administrative:** The Supervising Attorney will maintain clear and detailed records to facilitate reporting to grantors and ensure all supervisees are maintaining clear and detailed records.

**Additional Duties as Assigned:** The Supervising Attorney will complete other tasks as assigned in support of the overall work and mission of HIAS PA and the Immigrant Youth Advocacy Program. This includes working in collaboration with the Immigrant Youth Advocacy Managing Attorney and the UCP Grant Supervising Attorney to develop program goals, opportunities for training on relevant areas to further staff capacity, and team building measures.

## **Qualifications**

**Preferred Qualifications:** The ideal candidate will have 3-5 years of experience in immigration law, specifically in removal defense and asylum. Prior supervisory experience strongly preferred. Experience with a public interest organization or working with youth is preferred. Spanish proficiency is not required. The Supervising 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.

**Minimum 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 any state (preference for Pennsylvania license);
- **At least 3 years of experience in immigration law;**
- Experience working with youth, trauma survivors or other vulnerable populations;
- **Prior supervisory experience strongly preferred;**
- Creative thinker with superior communication skills;
- Excellent organizational skills, time management and records keeping skills, including the ability to work independently, assess priorities, take initiative, handle multiple assignments and meet deadlines;
- Excellent interpersonal skills, including the ability to work collaboratively and to effectively interact with young people, management, program staff, and community partners;
- Spanish proficiency, or desire to learn Spanish;
- Excellent verbal and written communication skills;
- Proficiency in Microsoft Office applications and ability to work with databases;
- High degree of skill in preparing detailed reports to funders;
- Ability to work in a team of diverse professionals and human service workers.

**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.

### **Why Join the HIAS PA Team?**

**Competitive salary commensurate with experience**

**Exempt position with 35 hour work week**

**Employment package includes comprehensive health insurance coverage**

**403(b) Retirement account with employer contribution**

**Generous Time Off including: Vacation, PTO, Paid Holidays**

**Company paid life insurance, short-term and long-term disability insurance**

### **How to Apply**

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.

**To apply please send a cover letter and resume in pdf format to**

**[humanresources@hiaspa.org](mailto:humanresources@hiaspa.org). Please make the title of the position that you are applying for the subject of your email. No phone calls, please.**