



Legal Advocate, DOJ Accredited Representative

Job Title: Legal Advocate, DOJ Accredited Representative
Supervisor: Program Manager, Asylee Outreach Program (AOP)
Status: Full time, Exempt
Location: Philadelphia, PA (HYBRID)
Salary: \$51,000 - 53,000 (commensurate with experience)
Deadline: Applications will be reviewed on a rolling basis until the position is filled.

HIAS Pennsylvania's 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.

Position Description: HIAS Pennsylvania is seeking a Legal Advocate, DOJ accredited representative for the Asylee Outreach Program, which provides legal services to clients and parolees who are eligible for Office of Refugee Resettlement (ORR) assistance including; Afghan Humanitarian Parolees, Ukrainian Humanitarian Parolees, Cuban and Haitian Entrants, and other asylee/refugee populations as defined by the ORR. Legal representation is provided to clients for a wide range of legal matters including those seeking to; reunite with their families, adjust status to a lawful permanent resident, and apply for work authorizations. 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.

Core Responsibilities:

- Draft and file immigration forms, including requests for fee waivers, work permit renewals, adjustment of status applications, family petitions, travel documents, humanitarian parole. Represent clients at immigration for immigration matters
- Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case
- Collaborate with social service partner agency regarding social services needs and referrals
- Conduct initial screening of client referrals
- Maintain clear and detailed records to facilitate reporting and case management
- Additional assignments as required by the funder and/or the needs of the program
- Attend monthly and quarterly stakeholder meetings and bi-weekly and monthly HIAS PA meetings
- Assist in preparing and providing quarterly, semi-annual and yearly program updates, data collection and reporting of client services as required

Additional Organizational Requirements:

- Actively participate in AOP team meetings, and other department, agency, and regional meetings as needed.
- Identify and attend regular conferences and training opportunities as relevant for the work.
- Other duties as assigned by the AOP Program Manager.

Qualifications:

- Bachelor's degree (strongly preferred) or equivalent combination of education and work experience required
- Experienced Paralegal, DOJ Accredited Representative, or willingness to become DOJ accredited representative
- Experience working with refugees, asylees and other immigrant populations (strongly preferred)
- Experience with immigration legal services, including a minimum of one year of handling filings with USCIS (strongly preferred)
- Strong organizational and time management skills. Attention to detail is essential for case management, maintaining accurate case files, and reporting
- Excellent written and oral communication skills
- Computer savvy, with thorough knowledge of Excel
- Passion for working in a diverse community
- Competency in at least one foreign language (Spanish, French, Arabic, Haitian Creole, Mandarin, Dari or Ukrainian preferably) is strongly preferred
- Proficiency with Microsoft Office programs and Google Workspace
- Ability to work independently and collaboratively within a team of diverse staff and clients
- Background knowledge and understanding of various country condition a plus
- Committed to the mission, vision, and values of HIAS PA

Other Information:

HIAS Pennsylvania is currently working on a hybrid work model. HIAS Pennsylvania requires all staff to be fully vaccinated against COVID-19 with the exception of those who have approved medical or religious belief exemptions.

Why Join the HIAS PA Team?

- **Competitive salary commensurate with experience**
- **Exempt position with a 35-hour work week**
- **Employment package includes company-paid 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. Please make the title of the position that you are applying for the subject of your email. If you would like to be considered for more than one open option position, please indicate so in your email and cover letter. No phone calls, please.