

Immigration Attorney (Bilingual/Spanish)

ABOUT CATHOLIC CHARITIES:

Catholic Charities of the Diocese of Monterey is one of 12 Catholic Charities agencies in the state of California and covers the Diocesan counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Our Mission is to provide specific human services to the poor and disadvantaged, to promote justice, peace, human dignity, self-determination, and self-sufficiency in accordance with the Gospel and Catholic Social Justice Teaching and to cooperate with other individuals and groups of goodwill to strengthen our communities. Our major programs and services are: Family Supportive Services Program, Tattoo Removal Program, and the Immigration and Citizenship Program.

POSITION SUMMARY:

Under the supervision of the Director of Immigration & Citizenship services and the Executive Director, the Immigration Attorney will provide legal immigration services primarily to low-income clients. This position requires training and practice in immigration law.

FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities Diocese of Monterey through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork, and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Conducts legal consultations and determines immigration eligibility
- Provides legal representation to clients before the USCIS and Immigration Court
- Prepares applications, petitions and forms as required by law within the jurisdiction of the US Citizenship and Immigration Service (USCIS), Department of Justice (DOJ) and US consulate
- Signs G-28's
- Reviews applications prior to submission to USCIS or Immigration Court
- Maintains accurate, complete, and confidential case files
- Drafts declaration, legal briefs, motions, and pleadings
- Attends meetings, briefings, and related professional activities which will assist the Agency in maintaining high standards and an excellent reputation in the immigration field
- Performs duties as assigned or approved by the program directors
- Ensures staff and Directors are informed of changes to immigration law and/or DHS policies that impact the clients we serve

EDUCATION, EXPERIENCE AND ABILITIES:

- License to practice law in State of California. Must be in good standing
- Minimum 1-3 years' experience in providing services to low-income, underserved communities
- Ability to counsel clients regarding immigration law, procedures, forms, and eligibility
- Ability to represent clients before USCIS and Immigration Court
- Ability to provide training to staff regarding immigration law, procedures, forms, eligibility
- Must possess strong legal research and writing skill
- Familiarity of local DHS offices and procedures preferred
- Bilingual English/ Spanish required
- Understand Catholic Social Justice Teachings

FINANCIAL RESPONSIBILITY:

Collect, receipt and transmit, according to agency policies, any fees for services rendered

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California Driver's License and current automobile insurance in compliance with Agency requirements Member of the California Bar Association. Access to and admission in Federal Court.

OTHER REQUIREMENTS:

- Clearance of fingerprint background check is required.
- Ability to stand and be active for 2-3 hours at a time
- Occasionally lift or move up to 25 lbs

WORKING CONDITIONS:

- Comfortable and professional office environment
- Travel as needed to other locations for client services, meetings and trainings

SALARY AND CLASSIFICATION:

This is an exempt, full-time position with a full-range of employee benefits. Salary commensurate to experience \$80,00.00-100,000.00 annually.

Due date to apply is February 20, 2019

Submit resume and cover letter to jobs@catholiccharitiescentralcoast.org