Position Title: Immigration Attorney – Richmond Office

Area/Program Focus: Immigration Legal Services

Position Summary: Catholic Charities of the East Bay (CCEB) works with youth, children and families to promote self-sufficiency, strengthen families and pursue safety and justice. The Immigration Legal Services Department has provided relief for immigrants and refugees for over 35 years. With a full staff of five attorneys, two Board of Immigration Appeals (BIA) accredited representatives, paralegals, legal assistants, law students and support staff in Oakland, Concord, and Richmond, CCEB is one of the largest providers of immigration legal services for low income families in the East Bay.

This Immigration Attorney position has a special focus on the provision of legal representation to unaccompanied minors (UUM). The attorney will focus primarily on Asylum, Special Immigrant Juvenile Status (SIJS), U-Visa and T-Visa cases. The Immigration Attorney is also responsible for providing direct legal representation to clients in family-based immigration, U-Visa and VAWA applications, DACA and Naturalization cases.

The attorney supervises the work of paralegals and BIA accredited representatives, legal assistants, law clerks and legal interns. The attorney also provides community presentations on immigration law and immigrant rights. The attorney position will be based in Richmond.

Reports to: Manager of Immigration Legal Services

Supervisory Responsibility:
- Supervision of paralegals, accredited representatives, legal assistants, law clerks, and legal interns, and participation in case rounds.

Responsibilities:
- All responsibilities will be in line with the Council on Accreditation (COA) standards including:

  Overall Leadership:
  - Commitment to Mission and Organizational Sustainability: Model commitment to CCEB mission and planning for sustainable organizational future of service.
  - Collaboration: Work with other agency members to create and continually represent a unified leadership perspective.
  - Culture: Ongoing work toward maintaining a results-oriented, learning organization culture to increase overall impact.
**Essential Responsibilities:**

- Provide direct legal services by meeting with clients, preparing applications for relief, drafting client declarations, and submitting cases to Executive Office of Immigration Review (EOIR) and U.S. Citizenship and Immigration Services (USCIS), and state courts.
- Represent clients in immigration court hearings and administrative interviews before EOIR and USCIS.
- Representing clients in State Probate and Family Courts as needed to request SIJS Predicate Findings.
- Attend trainings and courses to remain updated on immigration law and policy.
- Maintaining accurate and up-to-date client information in casefiles and database.
- Assist with recruiting, training, and supervision of legal department support staff volunteers.
- Participate in workshops for the public and collaborative partners on basic pathways to citizenship, benefits eligibility, understanding individual rights, and other topics.
- Collaborate with partner organizations to refer clients to legal and mental health services as appropriate.

**Culture of Philanthropy:**

- A culture of philanthropy is each person in the organization serving as an ambassador, promoting the organization’s mission and promoting giving to the agency. This position promotes a culture of philanthropy by acting as a community liaison, recruiting and retaining volunteers, and sharing client stories with Development Department.

**Success Metrics:**

- Assist Manager of Immigration Legal Services in working towards overall sustainability of CCEB.
- Provide accurate data collection for grant reporting and proposals.
- Collaborate with community partners, including school districts and non-profit legal services providers to identify UUM students within the East Bay.
- Represent unaccompanied minors in applications for legal status and/or removal proceedings relief may include Asylum, U-Visa, T-Visa, Special Immigrant Juvenile Status (SIJS).
- Conduct outreach events, including Know-Your-Rights workshops and legal screening events to increase awareness of pathways to relief, legal rights and responsibilities, and enable access to legal resources.
- Assist on committees for COA accreditation or other committees to enhance the overall quality and sustainability of CCEB.

**Agency Culture:**

The business and social environment we operate in today has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:
• A commitment to the agency’s mission, vision, and values
• A commitment to excellence in everything we do
• A commitment to accreditation as well as performance and quality improvement
• A commitment to outcomes and measured results
• A commitment to innovation and to what is possible

Qualifications/Requirements:
• Active membership in good standing in the California State Bar
• JD or LLM from ABA accredited law school
• Advanced understanding of immigration and citizenship law and procedure, including family based immigration, consular processing, waivers of grounds of inadmissibility, adjustment of status, U-Visa and, T-visa, VAWA, asylum, Special Immigrant Juvenile Status (SIJS), Naturalization and DACA
• Minimum of one year of direct immigration legal service experience including representing clients in the above subject areas before EOIR and USCIS
• Experience supervising and managing paralegals, accredited representatives and/or law student interns, including training and working towards office goals
• Competency to serve clients from a variety of cultures
• Spanish and English language proficiency
• High level of independent judgment
• High analytical abilities to spot issues and plan legal services for clients
• Professional level skills using Word, Excel, and Acrobat. Proven ability to master legal database systems

Core Competencies:
• Demonstrates a fundamental respect for the dignity of others. Works collegially and is a proven team builder. Inclined to coach and teach in order to improve knowledge and ability of others.
• Understands and values quality improvement. Able to effectively address overlapping projects and deadlines. Adaptable and reliable in face of conflict, crisis, or changing priorities.
• A demonstrated commitment to diversity and inclusion; valuing a diversity of perspectives and encouraging contributions by all team members.
• Ability to be a team leader and a team member.
• Ability to thrive in a flexible, fast-paced, accredited, and growth oriented environment while maintaining a positive solution oriented approach.
• High analytical abilities to process large amounts of data from multiple sources. Ability to prioritize across multiple types of work and coordinate the work of others.
• Ability to network and interact internally and externally.
• High level of oral, and written communication.

Accountability:
• Community Liaison Yes
• Impact on Organizational Goals Yes

Job Announcement - Immigration Attorney (Richmond)
Revised: 2/9/17
Budget Responsibilities: Fee collection (family based); No UUM fees assessed
Supervisory Responsibilities: Paralegals, Accredited Reps, Volunteers and Law Students
Training/Developing Staff: Yes
Management of Program: Assist Manager in implementing best practices
Check Signer: No
Negotiator: No
Contract Signer: No
Business Development: No
Other: N/A

Physical Requirements:

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Necessary Forms of Communication:
- Visual / Reading
- Audio / Hearing
- Oral / Speaking

Benefit Status: Benefits include group medical, dental and vision insurance; 403(b) Plan, plus life and disability insurance, paid holidays, vacation, and sick leave.

Overtime (FLSA) Status: Exempt

Full Time/Part Time Status: Regular full-time

TO APPLY: Positions are open until filled. Please send your cover letter and resume as follows:

Via Email: hr@cceb.org (preferred method of submittal)

Via Mail:
Catholic Charities of the East Bay
Attn: Human Resources
433 Jefferson Street
Oakland, CA 94607

Catholic Charities of the East Bay is an Equal Opportunity Employer.