



Employment Opportunities/ Job Openings

Legal Support and Victim Services Manager **Immigration Legal Services (ILS)**

Catholic Charities Atlanta is seeking a **Legal Support and Victim Services Manager** to work full time in our Immigration Legal Services program. We seek a person to fulfill two primary duties – managing the staff of paralegals in the immigration legal services team as well as managing grants that assist Catholic Charities Atlanta in providing free legal services to survivors of crime. The ideal candidate will be able to balance these two duties as well as provide direct legal services to survivors of crime.

Candidates must be able to obtain Department of Justice Accreditation in immigration law within one year of hire. Fluency in Spanish is required, as well as prior experience or coursework in immigration law. Must have the ability to work in a fast-paced and collaborative environment.

If interested, please email a **resume** and **cover letter** with “Legal Support and Victim Services Manager” in the subject line to:

ccaemployment@catholiccharitiesatlanta.org

Qualifying candidates will be selected and contacted for interviews.

Posted: July 26, 2019

Catholic Charities Job Description

POSITION TITLE:	Legal Support and Victim Services Manager
CATEGORY:	Direct Service
PROGRAM ASSIGNMENT:	Immigration Legal Services
CLASSIFICATION:	Full-time, Exempt
JOB CODE:	Scale Grade
QUALIFICATIONS:	<p><u>General:</u> Bachelor's Degree in relevant field (or equivalent years of direct work experience). Work with multicultural populations; understanding of accreditation standards; and/or bilingual in relevant language preferred.</p> <p><u>Specific:</u> Bachelor's degree in language, social work or a related human service field. Experience in immigration work and business/management preferred. BIA accredited or accreditation eligible.</p>

GENERAL RESPONSIBILITIES:

The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities-Atlanta (separate document)

SPECIFIC RESPONSIBILITIES:

Responsible for the accurate and confidential maintenance of client files, records and statistics.

Responsible for participating in outreach activities and agency-wide events.

Work well with volunteers and make them feel part of the team.

Responsible for adhering to all pertinent agency/program policies and procedures.

All other duties and responsibilities as assigned by the Sr. Program Director and/or Executive Staff.

1. Supervise all legal support staff, including paralegals and legal assistants.
2. Coordinate with other managers in the Immigration Legal Services Program to ensure efficiency of workflow and assignments.
3. After training and mentoring by current staff and formal classes, obtain accreditation through the Executive Office for Immigration Review (EOIR) within 1 year of hiring.
4. Responsible for client intake and counseling, completing and filing all appropriate applications as permitted under EOIR accreditation. Legal Consultation with potential clients.

5. Responsible for representing clients at USCIS. Prepare and file applications, attend interviews with USCIS. Attend and prepare court cases, meet daily with clients for case process including their advocates and translators as needed.
6. Respond to telephone messages from existing clients, potential clients, advocates, other attorneys, counselors, other general calls for services. Respond to e-mail communications from existing clients, potential clients, advocates, referrals from internal and external organizations.
7. Read daily updates from USCIS new developments, new procedures, new case law, keeping abreast of immigration law developments. Research law cases/respond to clients, write legal arguments to USCIS.
8. Responsible for auditing client files, as assigned, and recording results.
9. Responsible for the management of all ILS grants that deal with victims of crime, currently the VAWA and VOCA grants.
10. Responsible for maintaining and managing data related to those grants, as well as preparing all necessary reports.

SUPERVISORY RESPONSIBILITIES: Supervision of all legal support staff.

ACCOUNTABILITY: This position reports directly to the Senior Program Director.

COMMENTS: The work week is generally 37.5 hours per week on a year round basis, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver's license, reliable personal transportation and current auto coverage. Position is exempt.

DISCLAIMER: This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

I have received a copy of my current job description:

(Employee)

(Date)