



Employment Opportunities/ Job Openings

Paralegal **Immigration Legal Services (ILS)**

Catholic Charities Atlanta Immigration Legal Services is looking to hire a full time (including benefits) Paralegal. The position provides administrative support to the attorneys in the Immigration Legal Services team, including maintaining client contact, completing and organizing client applications, and maintaining client files. The paralegal will primarily work with immigrant survivors of crime on their legal cases as well as providing internal and external referrals for additional social services. This position is grant funded and applicant will be eligible for other CCA positions if they become available after the grant funding has ended.

Email a **resume** and **cover letter** with “ILS-Paralegal” in the subject line to:

ccaemployment@catholiccharitiesatlanta.org

Qualifying candidates will be selected and contacted for interviews.

Posted: January 16, 2019

Catholic Charities Atlanta Job Description

POSITION TITLE:	Paralegal
CATEGORY:	Direct Service
PROGRAM ASSIGNMENT:	Immigration Legal Services
CLASSIFICATION:	Full-time, Supervisory, Exempt
JOB CODE:	Scale Grade – E03
QUALIFICATIONS:	<p><u>General:</u> High School or GED. Work with multicultural populations; understanding of accreditation standards; and/or bilingual in relevant language preferred.</p> <p><u>Specific:</u> Self Starter. Paralegal work experience a plus. Must have good organizational skills and be a team player.</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. Responsible for providing clients with immigration counseling and information as permitted under accreditation by the Executive Office for Immigration Review.
2. Assist attorneys in the preparation of files, including obtaining documents from clients.
3. Return clients' calls to address their concerns and to help in the follow-up of the case. Help with administrative management of the electronic and paper files (ie. making copies, filing, entering notes)
4. LOPC presentations in the office, includes presentation, preparation and organization. LOPC calling and data management. LOPC court presentations.
5. Responsible for interviewing clients and determining available relief.

6. Responsible for assisting clients with completing and filing all applicable applications.
7. Responsible for the accurate and confidential maintenance of client files, records and statistics.
8. Responsible for auditing client files, as assigned and recording results.
9. Responsible for handling all client phone calls and inquiries.
10. Assisting staff attorneys and counselors in all aspects of their caseloads.
11. Assist in LOP services as needed.
12. Assist in LOPC services as needed.
13. Responsible for adhering to all pertinent agency/program policies and procedures.
14. Work well with volunteers and make them feel part of the team.
15. Responsible for participating in outreach activities and agency-wide events.
16. All other duties and responsibilities as assigned by Program Director and/or executive staff.

SUPERVISORY RESPONSIBILITIES: N/A

ACCOUNTABILITY: This position reports directly to the Program Director and assigned supervisor.

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)