



Employment Opportunities/ Job Openings

Staff Attorney **Immigration Legal Services (ILS)**

Catholic Charities Atlanta is seeking an attorney to work full time in our Immigration Legal Services program. The candidate must be admitted to the bar of the highest court of any state or territory of the United States, with a preference for membership in the Georgia Bar. 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.

The Staff Attorney will work in our offices in Atlanta, Georgia. The primary duty will be direct representation of foreign nationals----including, among others, asylum seekers and U visa-eligible crime victims----in both Immigration Court and before USCIS, but the staff attorney will also provide other services, including legal orientation to detainees at immigration detention facilities throughout Georgia.

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

ccaemployment@catholiccharitiesatlanta.org

Qualifying candidates will be selected and contacted for interviews.

Posted: December 21, 2018

Catholic Charities Job Description

POSITION TITLE: Immigration Staff Attorney

CATEGORY: Direct Service

PROGRAM ASSIGNMENT: Immigration Legal Services

CLASSIFICATION: Full-time, Professional, Exempt

JOB CODE: Scale Grade

QUALIFICATIONS: General: Work with multicultural populations preferred.

Specific: Graduate of an accredited law school and Georgia bar admission (or bar admission pending for someone who has taken the most recent bar exam). Admitted to the bar of the Supreme Court of Georgia, or applies for admission upon hiring. Fluent in Spanish. Course work in immigration law and/or previous immigration law work experience.

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 intake and counseling for potential clients, and completing and filing all appropriate applications for clients.
2. Conducting legal research to determine the appropriate course of action for potential clients.
3. One day a week is spent doing immigration consultation and evaluating new potential clients to determine whether they have an immigration relief.
4. One day a week is spent traveling to Stewart Detention Center in Lumpkin, GA and providing legal orientation to detainees.
5. Monitoring changes in immigration law and implement them in giving advice to clients.

6. Maintaining professional standards of competence through training and study.

SUPERVISORY RESPONSIBILITIES:

This position does not provide supervision to other program staff, but to students and volunteers as assigned.

ACCOUNTABILITY: Reports to the Senior Staff Attorney.

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)*