

## **Immigration Staff Attorney**

The purpose of the Immigration Staff Attorney is to represent clients in immigration matters, which may include but are not limited to: asylum, status adjustment, guardianship, and other family-based petitions. Clients include asylum-seekers, refugees, asylees, Cuban parolees, and certified victims of human trafficking. The Immigration Staff Attorney will work with DOJ accredited staff and interpreters to deliver services to clients that are compassionate, culturally competent, and of the highest level of quality. He or she will be responsible for representing clients before DHS, EOIR and DOS. He or she will prepare applications and petitions for submission to the appropriate agency. He or she will assist with the training and supervision of law students and volunteers. This is a full-time, exempt position.

### **Responsibilities:**

1. Provide services to Exodus clients including but not limited to the following:
  - a. Change of Address (AR-11);
  - b. Application to Replace Permanent Resident Card (I-90);
  - c. Application to Register Permanent Residence for Refugees (I-485);
  - d. Refugee/Asylee Relative Petition (I-730);
  - e. Application for Employment Authorization (I-765);
  - f. Guardianship
  - g. Legal services for victims of human trafficking;
  - h. Petition for Alien Relative (I-130);
  - i. Application for Travel Document (I-131);
  - j. Application for Asylum or Withholding of Removal (I-589);
  - k. Assistance with defensive Asylum cases;
  - l. Application for T nonimmigrant Status (I-914);
  - m. Request for Reduced Fee (I-942);
  - n. Application for Naturalization (N-400);
  - o. Application for Temporary Protected Status (I-821);
  - p. Application for Certificate of Citizenship (N-600)
2. Preparation of applications, petitions, motions, briefs, and memoranda as required
3. Representation of clients at administrative and judicial hearings and administrative interviews
4. Conduct client consultations
5. Monitor all administrative policies and procedures for effective delivery of services
6. Assist with identifying and pursuing funding opportunities for immigration legal services
7. Assist with training and supervision of law students and volunteers
8. Facilitate community outreach and educational activities
9. Keep abreast of legislative and policy changes that may affect immigration
10. Ensure cross-program cooperation with staff serving clients in other capacities.
11. Prepare and maintain files, records, and information that complies with regulations, policies, procedures, and relevant laws.
12. Work with internal accounting staff to assess and bill for any client fees.
13. Work across programs with other Exodus staff.
14. Perform administrative and clerical duties as necessary.

15. Performs other duties as may be required by the Executive Director

This Position Description is not intended to guarantee, and does not guarantee, ongoing employment or employment for a definite term, either in this position or with the organization. Absent an enforceable written contract to the contrary, and to the fullest extent allowed by federal, state and local law, an employee's employment relationship with the organization is at-will.

**Qualifications:**

- J.D. from an ABA accredited law school
- At least 1-2 years of experience in immigration law.
- Licensed to practice law in the State of Indiana and in good standing
- Expected to practice before DHS, EIOR, DOS, and, potentially in state or federal court.
- Passion for immigration law and demonstrated commitment to social justice
- Excellent verbal and written communication skills
- Highly organized and detail oriented; must be able to work in multi-tasking fashion
- Strong interpersonal skills, including the ability advocate with governmental and other non-profit or social service agencies
- Ability to effectively manage a large caseload
- Experience working with diverse populations, especially non-native English speakers
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must have PC proficiency, with competency in Microsoft Office applications.
- Must have a vehicle, valid license, and insurance to transport clients.
- Must be able to function as part of a team.