



Catholic Charities of the Diocese of Baton Rouge, Louisiana

Agency Description: Catholic Charities of the Diocese of Baton Rouge is a 501(c)(3) organization dedicated to serving those in need in the twelve parish Diocese of Baton Rouge. The Louisiana Esperanza Project is the newest addition to the Immigration Legal Services program within the Refugee and Immigration Services Department which serves and represents refugees, non-citizens, U.S. citizens, asylum seekers and unaccompanied children who are low income.

Position Summary: The Equal Justice Works/justice AmeriCorps Legal Fellow(s) will be responsible for providing universal representation to unaccompanied children who are in immigration proceedings in the Immigration Court in New Orleans, screening children's cases for forms of relief, preparing and conducting Know Your Rights presentation and coordination pro bono counsel recruitment.

Position available:

Attorney Legal Fellow – The Attorney Legal Fellow shall be based in Baton Rouge, however, travel to New Orleans is expected for Court and travel to other parts of Southeast Louisiana is expected for other purposes as indicated in the summary. Term of service is one year, with a possibility of renewal.

Responsibilities and Duties:

- *Handle caseload providing direct representation to unaccompanied children 15 years old or younger who are in removal proceedings and under the jurisdiction of the New Orleans Immigration Court with a focus on those who reside outside of the Orleans, Jefferson and St. Bernard civil parishes of Louisiana;
- *Coordinate universal representation with other agencies that have fellows to conduct Children Know Your Rights presentations at the Immigration Court in New Orleans or at other community events;
- *Screen, assess and determine forms of relief at the Immigration Court in New Orleans or at other community events;
- *Recruit and coordinate pro bono recruitment efforts for children's cases who reside outside of the Orleans, Jefferson and St. Bernard civil parishes of Louisiana but subject to the jurisdiction of the Immigration Court in New Orleans;
- *Assume general administrative responsibilities, including grant compliance, timekeeping and case management and other tasks related to AmeriCorps and Equal Justice Works program compliance.

Qualifications:

- A. Education: J.D. from an accredited ABA institute
Admitted to practice law in Louisiana preferred, however, a law graduate of an accredited ABA institute and awaiting bar results shall be considered.
- B. Other Qualifications:
Spanish reading, writing and speaking fluency.
Working knowledge of Microsoft Office platform.
Ability to work with diverse population, including children, and needs and handle deadlines and other court demands as needed.
Demonstrated initiative, leadership and willingness to pursue creative yet reasonable legal theories and approaches to the practice of law.
Attention to detail and organization skills are highly sought.
Practice in Louisiana state family, juvenile or civil district court is a plus.
- C. Experience: 0-6 months of general immigration and/or family law practice experience – law school clinical work, externships, or other similar training may be counted towards the minimum requirement.

This position requires completion of NSOPW, state, and FBI Fingerprint, criminal background checks, as well as compliance with all CNCS Federal Regulations throughout the fellowship program. This position is contingent on eligibility determined by the results of the criminal history checks.

AmeriCorps Fellowship Living Allowance:

* Living allowance of \$24,200.00;

* Supplemental benefits for housing, student loans, professional dues, relocation expenses and other allowable expenses, up to but not to exceed \$ \$16,800.00.

Other Benefits and Professional Opportunities:

Standard fellowship benefits:

- Eligibility to place all qualified student loans into forbearance and receive an interest accrual payment at the end of service;
- \$5,730 education award on successful completion of service;
- Student loan forbearance during service and interest accrual payment for eligible loans upon successful completion of service;
- Opportunity to attend a national training program to develop leadership skills, learn effective practices to accomplish your projects and meet colleagues from across the country, and
- Child care assistance (if income eligible).

In addition to the standard fellowship benefits, Catholic Charities of the Diocese of Baton Rouge will also provide:

- *Payment of state/local Bar dues

- *Mileage reimbursement and per diem when applicable and according to state regulations

- *Training and continuing legal education in relevant areas of law

Application Process: Please send a cover letter, resume, short writing sample (5-8 pp), and three references) to csalazar@ccdiobr.org - **No phone calls please.**