



HIAS Pennsylvania
Job Announcement: Equal Justice Works/justice AmeriCorps Legal Fellow

JOB DESCRIPTION

Job Title: Equal Justice Works/justice AmeriCorps Legal Fellow
Supervisor: Immigrant Youth Advocate Attorney

Deadline for applications: As soon as filled

Overview

HIAS Pennsylvania's Mission: Driven by the Jewish value of welcoming the stranger, HIAS (the Hebrew Immigrant Aid Society) PA provides legal, resettlement and supportive services to immigrants and refugees from all backgrounds in order to assure their fair treatment and full integration into American society.

HIAS Pennsylvania is one of the largest non-profit immigration legal service providers in Pennsylvania. With a current staff of 8 attorneys and 4 accredited representatives, the organization assists low income immigrants with adjustment of status, removal defense, family unification, citizenship, and asylum. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied and abused youth.

Position Summary: We seek one Equal Justice Works/justice AmeriCorps Legal Fellow to join our staff to provide services to unaccompanied immigrant children (UAC) in removal proceedings. Term of service is one year, with a possibility of renewal. Preference will be granted to the applicant who is willing to commit to a two-year length of service.

AmeriCorps Fellowship Living Allowance:

* Living allowance of \$24,200;

* Supplemental benefits for housing, student loans, professional dues, relocation expenses and other allowable expenses, up to but not to exceed \$16,800.

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;
- \$5,550 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).

Summary of Responsibilities:

- **Know Your Rights presentations, individualized screenings and pre-court orientation in**

appropriate language, most commonly, Spanish

- **Handle caseload providing direct representation to UACs in removal proceedings;**
- **Coordinate limited representation and case assistance, with in-house staff and pro bono volunteers and referrals to other legal service providers**
- **Maintain detailed tracking information of each child who enters the shelter and maintain effective communications between the shelter and HIAS Pennsylvania**
- **Assume general administrative responsibilities, including grant compliance, timekeeping and case management and other tasks related to AmeriCorps and Equal Justice Works program compliance.**

Qualifications:

- JD degree (prior experience working with immigrant populations preferred).
- Bi-lingual Spanish-English speaker required
- Excellent verbal and written communications skill
- Proficiency in Microsoft Office applications, database management and internet
- Excellent organizational and time management skill
- Ability to work in a team and work with diverse professionals and human service workers
- Ability to pay close attention to detail.
- High degree of skill in doing detailed reporting
- Ability to work with diverse populations
- Applicant must be able to drive and possess a valid U.S. driver's license
- This position requires completion of NSOPR, state, and FBI Fingerprint, criminal background checks, as well as compliance with all CNCS Federal Regulations throughout the fellowship program.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against any on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

If you are interested this position, please send your cover letter, resume and references via email to Michelle Zarate at mzarate@hiaspa.org. No phone calls please.