

## **BILINGUAL IMMIGRATION STAFF ATTORNEY-Bilingual (Spanish) -Homeless Advocacy Project**

Be part of a critical effort to serve vulnerable homeless persons in San Francisco. The Justice & Diversity Center of The Bar Association of San Francisco (JDC) advances fairness and equality by providing free legal services to low-income people and educational programs that foster diversity in the legal profession. JDC currently has an exciting opportunity for a **Bilingual Immigration Staff Attorney** at its Homeless Advocacy Project (HAP) in San Francisco's Civic Center/Tenderloin area.

### **About HAP:**

**HAP** is working to end homelessness in San Francisco, and to reduce the negative effects of homelessness on the individuals and families with whom we work. At HAP, we have found that our work has the greatest impact when we focus on eviction prevention, benefits advocacy and immigration issues. Our clients are individuals and families who are homeless or who are at serious risk of homelessness. While each client comes with their own story of struggle, we give priority to clients who have mental health disabilities, as they often have the most difficulty navigating the legal system without representation. Our office utilizes a holistic approach to the problems our clients face by providing both legal representation and supporting social services.

HAP is a program of the JDC, a non-profit provider of legal services to low-income and indigent San Francisco residents. JDC serves clients by recruiting and training private attorneys and legal support staff to assist individual clients, and by utilizing staff to provide direct representation to clients. HAP is primarily a staff-based project.

### **About the Job:**

The **Bilingual Immigration Staff Attorney** will evaluate HAP clients' immigration status and help documented or documentable residents of San Francisco to apply to obtain or replace their proper immigration documents. This may include obtaining and evaluating criminal records, obtaining necessary supporting documentation, obtaining, translating and evaluating legal documents from clients' countries of origin, working with local, state and federal officials and agencies, including ICE, and appearing with or on behalf of clients at the Bureau of Homeland Security. Advocacy and representation may also include applications for adjustment of status or citizenship, and appropriate advice and referrals for undocumented clients. The Staff Attorney will independently manage an extremely busy caseload at all stages from initial intake through successful achievement of the clients' objectives. The Staff Attorney will meet with clients in the HAP office, and may also do outreach to the street or shelters. The Staff Attorney will participate in the development of immigration policy at our agency and locally, as appropriate, and may train and supervise interns, volunteer paralegals or attorneys.

The successful candidate will have the following:

#### **EDUCATION & EXPERIENCE**

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- ▶ J.D. is required
- ▶ At least two years' experience with and knowledge of immigration law and issues.
- ▶ Experience serving very low-income clients and clients who have mental health disabilities

#### **SKILLS & REQUIREMENTS**

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- ▶ A member of the California State Bar in good standing
- ▶ Bilingual in Spanish (required), including strong written skills
- ▶ Knowledge and experience advocating for clients at the Bureau of Homeland Security and related agencies.
- ▶ Able to effectively interact with low-income clients and clients who have severe mental health disabilities.
- ▶ Able to work collaboratively with co-workers, fellow attorneys and court and administrative personnel at all levels of government.
- ▶ Able to work independently and make quick decisions while managing multiple projects in a high-volume, fast-paced environment
- ▶ Excellent oral, written, and client service skills
- ▶ Knowledge of MS Office (Outlook, Word, Excel)

### **Why Work For Us:**

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We offer a collaborative work environment, a progressive work culture, and a wonderfully diverse staff. Additionally, we have a standard 35-hour work week, flexible scheduling (manager's discretion), and we are a mission and values based organization.

We also offer competitive pay and a generous benefits package that includes: a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, the opportunity to contribute to a retirement account, and more!

To find out more about BASF, JDC and HAP, please visit our website at [www.sfbar.org](http://www.sfbar.org).

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## **To Apply:**

JDC is strongly committed to diversity and encourages applications from people who can contribute to our diversity, including people with disabilities.

Please submit your resume and cover letter to: Human Resources, BASF/JDC, 301 Battery Street, Third Floor, San Francisco, CA 94111 or email to [BASFjobs@sfbar.org](mailto:BASFjobs@sfbar.org). Resumes will be accepted until the position is filled, but the hiring process will begin immediately.

**No phone calls please.** Due to the number of resumes we receive each day, we will not be able to respond individually with the status of your application.