CENTRAL AMERICAN RESOURCE CENTER
CENTRO DE RECURSOS CENTROAMERICANOS

Full Time Immigration Attorney

Job Title:	Immigration Attorney
Status:	100% Time
Starting Salary:	Salary commensurate with experience, plus benefits, including medical, dental, vision, long term disability, and life insurance
Reports To:	Legal Program Director
Program Address:	3101 Mission St. Ste. 101 San Francisco, CA 94110

CARECEN of San Francisco

CARECEN is a non-profit organization established in 1985. CARECEN seeks to empower and respond to the needs, rights, and aspirations of underserved communities by providing health, legal and educational services to the Latino and immigrant population of Northern California. CARECEN works for social and economic justice through grassroots immigrant community empowerment. CARECEN offers legal/immigration, clinical, tattoo removal/violence prevention, obesity prevention, promotoras de salud parent leadership development and family wellness case management/family advocacy services.

Essential Duties and Responsibilities

- Half a caseload will involve full-scope representation before the Executive Office of Immigration Review of unaccompanied children seeking asylum, SIJS, T or U visas, and other forms of relief
- Attend Family, Dependency, Delinquency, and Probate Court to obtain SIJS predicate orders for eligible minors
- Second half of caseload will involve direct representation of individuals applying for U nonimmigrant visas
- Conduct initial client intake/consultations and evaluate eligibility for immigration benefits
- Volunteer at the San Francisco Immigration Court Attorney of the Day program
- Maintain accurate, complete and confidential case files
- Participate in CARECEN's immigration advocacy efforts as time permits
- Participate in administrative program meetings, agency meetings, collaborative meetings, community activities and trainings, as deemed appropriate
- Work with CARECEN's family wellness program staff to arrange wrap around services for the unaccompanied children

Required Qualifications

- J.D. and a member in good standing of any state bar (*California strongly preferred)
- Minimum of two to three years of experience working as an immigration attorney

- Strong bi-lingual (English and Spanish) language competency, including the ability to write basic correspondence in Spanish (*bi-cultural preferred)
- Physical requirements: able to sit and work at a desk for up to 7.5 hours, lift up to 20 lbs, sufficient mobility to work in standard office/courtroom settings

Qualifications Criteria:

- Experience working with low income immigrant communities
- Experience working with children
- Strong problem-solving, and analytical skills
- Experience handling asylum, SIJS, U Visa and T visa in addition to having a broad knowledge of current immigration laws to effectively issue spot in consultations
- Excellent organizational, interpersonal, and communication skills
- Experience in working with clients in removal proceedings
- Ability to work effectively and collaboratively- strong team player
- Ability to manage and prioritize workflow with minimal supervision
- Ability to address ever changing community legal needs within a limited resources context
- Commitment to work with immigrants and to advance immigrant rights movement, particularly among the Latino immigrant community
- Experience in organizing, political advocacy, or activism
- Knowledge and understanding of the political and historical context of immigrant communities and civil rights issues in this country. Ability to effectively work and communicate with diverse groups of individuals, including representatives of government, foundations, and grass roots organizations
- Knowledge in basic PC applications (i.e. Word, Excel, Access, Power Point, Immigration Pro., Lawlogix)
- Experience supervising legal interns and fellows

To Apply:

This is an immediate opening. Applicants are encouraged to apply as soon as possible.

Application deadline: As soon as possible

Please submit your cover letter, resume, short writing sample and 3 references by email to Laura Sanchez laura@carecensf.org, or by mail at the following address:

Attention: Laura Sanchez
CARECEN, 3101 Mission Street, Suite 101,
San Francisco, CA 94110