



**JEWISH FAMILY &  
COMMUNITY SERVICES**  
**EAST BAY**

<b>Position Title:</b>	Immigration Attorney
<b>Program:</b>	Refugee & Immigrant Services
<b>Reports To:</b>	Immigration Attorney of Legal Immigrant Legal Services Program
<b>Works With:</b>	Legal Immigration Services Team
<b>Location:</b>	Walnut Creek, CA
<b>Status:</b>	Part-time (.5 FTE)

### **Our Agency**

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative social service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877. We are proud to provide multilingual services to older adults and their families, Holocaust survivors, children and their parents, refugees and immigrants, people with disabilities and an array of adults and children who come to us for high-quality affordable mental health services.

Our staff of more than 60 employees is characterized by its dedication, teamwork, warmth, humor, and high professional standards.

### **Program Description**

JFCS East Bay's Refugee & Immigrant Services Department has been providing a wide range of multicultural, multilingual services since the late 1980's, when we resettled the incoming wave of Jewish refugees from the Former Soviet Union. In the mid-1990's we began to develop services for a broad range of cultural populations, including refugees and immigrants from Afghanistan, Iran, the former Soviet Union, Bosnia, Mexico, Central and South America, and more recently Iraq and Uganda. We provide resettlement, mental health prevention and early intervention services, , child abuse prevention and family support, case management, and legal/immigration services.

### **Job Summary**

Under the supervision of the Immigration Attorney of the Legal Immigrant Services program, the Immigration Attorney is responsible for providing direct legal representation to low-income clients on a wide variety of immigration matters before USCIS including Naturalization, U Visas, VAWA, adjustment of status, consular processing and waivers and DACA. The attorney works with the legal program staff to provide guidance and assistance on cases; the attorney also provides community outreach and Know Your Rights presentations on immigration law.

### **Essential Job Duties**

- Provides direct legal services by meeting with clients, preparing applications for relief, drafting client declarations, and submitting cases to U.S. Citizenship and Immigration Services ("USCIS")
- Represents clients in administrative interviews before USCIS
- Attends trainings and courses to remain updated on immigration law and policy.

- Maintains accurate and up-to-date client information in database.
- Assists with recruiting, training, and supervision of legal department volunteers.
- Collaborates with partner organizations to refer clients to legal and mental health services as appropriate
- Conducts outreach events and presentations, including know-your-rights workshops and legal screening events to increase awareness of pathways to relief, legal rights and responsibilities, and enable access to legal resources
- Provides direct immigration legal services to Spanish speakers and other refugee and immigrant communities in Contra Costa County
- Builds and maintains collaborations and cooperative relationships with other agencies and community based legal providers
- Represents JFCS East Bay at community meetings and forums about legal services and how best to respond to community needs
- Assists with grant reports

### **Skills and Experience**

- Experience providing legal representation to non-citizens before USCIS
- Advanced understanding of immigration and citizenship law and procedure, including family-based immigration, consular processing, waivers of grounds of inadmissibility, U visa and VAWA, adjustment of status, asylum, naturalization and DACA
- Professional level skills using Word, Excel, and other relevant computer programs
- Experience and interest in working with ethnically diverse populations

### **Qualifications**

- Membership and good standing in the California State Bar
- Recent Law Graduates encouraged to apply
- Minimum of two years of direct immigration legal service experience including representing clients in the above subject areas before USCIS
- Spanish language fluency strongly preferred
- Farsi/Dari language fluency a plus
- Clear DMV record and driver's license

### **Competencies**

- A demonstrated commitment to diversity and inclusion; valuing a diversity of perspectives and encouraging contributions by all team members
- Ability to be a team leader and a team member
- Ability to thrive in a flexible, fast-paced, accredited, and growth oriented environment
- Ability to prioritize across multiple types of work and coordinate the work of others
- Ability to network and interact internally and externally
- High level of oral, and written communication, ability to speak to explain complex legal procedures to a many audiences
- Competency to serve clients from a variety of cultures
- High level of independent judgment
- High analytical abilities to spot issues and plan legal services for clients

### **Physical Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sitting for extended periods of time.
- Walking, standing, twisting and bending for brief periods of time.

- Occasional reaching and/or grasping using hands and/or arms.
- Regular use of hands requiring dexterity in using the telephone, computer keyboard, mouse or calculator.
- Regularly required to talk and hear in person or by telephone.
- Visual ability to read documents and computer monitor.
- May be required to lift up to 10 pounds.
- May be required to ascend/descend stairs.
- Ability to drive

*JFCS-East Bay is an Equal Opportunity employer and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical), including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws.*

**Please send a cover letter and resume to [currentjobs@jfcs-eastbay.org](mailto:currentjobs@jfcs-eastbay.org)**