JEWISH FAMILY & COMMUNITY SERVICES
EAST BAY

Immigration Legal Services Manager

JOB TITLE: Immigration Legal Services Manager
REPORTS TO: Director of Refugee and Immigrant Services
STATUS: Full-time / hourly / Non-exempt
WORK SCHEDULE: 37.5hours per week
LOCATION: Walnut Creek

OUR MISSION

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.

OUR AGENCY

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. Agency offices are located in downtown Berkeley (five blocks from BART) and Walnut Creek, with a satellite location in uptown Oakland.

JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients.

Program Description

JFCS East Bay's Immigration Legal Services program provides professional assistance to immigrants and refugees applying for a range of immigration legal services in our Walnut Creek office. As a federally recognized legal services agency, JFCS East Bay assists clients with citizenship, DACA, visas, green cards, and other legal remedies. As part of the Stand Together Contra Costa collaborative, JFCS East Bay also provides legal representation in immigration proceedings for immigrants who have been detained and are pursuing bond or release. We also provide removal defense for those being threatened with deportation.

Job Summary

Under the supervision of the Director of Refugee & Immigrant Services, the Immigration Legal Services Manager is responsible for overseeing the administration and development of the Immigration Legal Services program. This position also supervises staff attorneys and legal assistants, as well as providing direct immigration legal services to clients.

Job Duties

- Develop and manage all aspects of the Immigration Legal Services program.
- Provide immigration legal services to Spanish-speaking clients. Support and oversee DOJ-accredited representatives providing legal services to underserved refugee populations.
- Maintain monitoring systems and oversee program progress toward goals on grants and contracts, including systems to track numbers of clients served.
- Assist with preparing funding proposals and progress updates and other materials for reports.
- Oversee all legal case records and documentation.
- Build and maintain collaborations and cooperative relationships with other agencies and community-based legal providers.
- Ensure agency maintains its status as a DOJ(now OLAP) recognized agency and that all DOJ representatives maintain their accreditation.
- Represent JFCS East Bay at community meetings and forums about legal services and how best to respond to community needs.

Requirements

- Membership and good standing in the bar of any state or federal territory. California license strongly preferred.
- Juris Doctor (JD) degree from an ABA-accredited law school.
- Bilingual in spoken and written Spanish required; spoken and written Dari/Farsi a plus.
- 3 years' experience in providing immigration legal services.
- Experience in program development and administration.
- Ability to work with skill and sensitivity in a multicultural environment.
- Experience and interest in working with ethnically diverse populations.
- Strong oral, written, interpersonal, and computer skills.

- **NOTES:**
  Benefits include medical, dental, 401(k), generous holiday and vacation, great colleagues, and a friendly work environment. Compensation is competitive, depending on experience.

PHYSICAL REQUIREMENTS

Activity	Amount of on the job time spent
Stand	Under 1/3
Walk	1/3 -2/3
Sit	1/3 -2/3
lift and carry up to 25 pounds	Under 1/3
Use hands to finger, handle or feel	1/3 -2/3
Reach with hands and arms	Under 1/3
Climb or balance	Under 1/3
Stoop, kneel, crouch or crawl	Under 1/3
Talk or hear	Over 2/3

JFCS East Bay is committed to providing equal employment opportunities to all employees and applicants without regard to age, ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability, marital status, medical condition, genetic information, military and veteran status, national origin, race, sex, gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws.