



JOB DESCRIPTION

JOB TITLE: Immigration Staff Attorney

STATUS: Exempt

SUPERVISED BY: Supervising Attorney

ORGANIZATION DESCRIPTION: Justice at Work is a 501(c)(3) legal services organization, whose mission is to support low-wage workers as they pursue economic and social justice. We advance these goals through the provision of free legal services, community education, and advocacy. JaW has offices in Pittsburgh and Philadelphia. We provide legal services throughout Pennsylvania.

JOB SUMMARY: The Immigration Staff Attorney is responsible for providing legal assistance, education and advocacy on behalf of eligible clients of the program. Attorneys are also expected to be part of the organization's efforts to be a partner in the Pennsylvania Legal Aid Network community. This position will be based in our Philadelphia office.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Juris Doctorate Degree;
- Bar membership in any state and willingness to join the PA bar if hired;
- Excellent Spanish language skills are required, other language skills are helpful and welcomed;
- Knowledge of employment, immigration, consumer and/or landlord/tenant laws;
- Good interpersonal skills: able to work well with a wide range of people;
- Excellent organization and time management skills;
- Self-motivated, and able to work both collaboratively and independently;
- Previous experience with farmworker and/or immigrant and migrant communities strongly preferred;
- An ability to provide victim-centered, trauma-informed, and culturally competent legal assistance to crime victims/survivors;
- Must have a valid driver's license and willingness to drive for work-related travel.

ESSENTIAL JOB FUNCTIONS:

- Provide direct immigration legal services to income-qualified individuals, many of whom are labor trafficking survivors;
- Conduct outreach and education activities, provide referrals, and leverage pro bono resources;
- Develop and maintain good relationships with the client community, state and local bar groups and other community groups;
- Maintain a caseload commensurate with abilities and caseload difficulty;
- Comply with all applicable regulations, policies and grant requirements;
- Maintain the highest ethical standards as a member of the State Bar and regularly seek out information relating to changes to the relevant areas of law;
- Ensure that all applicable client files, data and reports are accurate, complete, and timely;
- Accurately track all time and data as required;
- Demonstrate dependability through good attendance, adherence to timelines and schedules, and regular communication with supervisor;
- Embrace and support our overall mission, standards, policies and procedures, and confidentiality guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills in both Spanish and English;
- Strong organizational and time management skills;
- Excellent legal research, analytical and problem-solving skills;
- Demonstrated resourcefulness and ability to take initiative in development and completion of projects;
- Able and willing to continue professional development.

PHYSICAL REQUIREMENTS

This work requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Lifting (up to 25 pounds of files, supplies or minor office equipment).
- Requires substantial time spent typing.
- Requires driving for significant periods of time across Pennsylvania.

APPLICATION INSTRUCTIONS

Application deadline: September 15, 2019; Please apply as soon as possible – we may fill the position before this deadline.

Applicants should send a cover letter, resume, and writing sample to Tshay Williams:
twilliams@justiceatworklegalaid.org.

Justice at Work is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

Diverse candidates are strongly encouraged to apply.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.