Catholic Charities
Diocese of Monterey
Providing Help. Creating Hope. Serving All.

Position	Immigration Staff Attorney	FLSA:	Exempt
Department:	Immigration Legal Services	FTE:	40 hours
Supervisor:	Director of Immigration Legal Services and Managing Attorney	Salary & Classification: $80,000-95,000	
Office Location:	Salinas, CA		

ABOUT CATHOLIC CHARITIES:
Catholic Charities of the Diocese of Monterey is a member agency of Catholic Charities USA, the largest network of social service provider in the U.S with 167 agencies nationwide and 12 in the State of California. Catholic Charities Diocese of Monterey serves the counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Catholic Charities is a non-profit, non-discriminatory service organization and employer. We promote equal opportunity in all employment decisions regardless of race, national origin, sex, marital status, physical /mental disability, age or other bases protected by federal, state or local law.

Programs:
The local programs are: Financial Stability Services, Nutrition & Wellness Services, Tattoo Removal Program, and Immigration Legal Services.

Mission:
Our Mission is to provide service to people in need, to advocate for social justice, and to call other people of good will to do the same.

Service • Advocacy • Convening

Vision: Our vision is a thriving community where individuals, regardless of their background or circumstances, have the opportunity to reach their potential and contribute to society.

Values: We will achieve this through our commitment to advocacy and by providing compassionate, inclusive and impactful services while building bridges of hope, mercy and justice to meet the needs of our community.

POSITION SUMMARY:
Under the supervision of the Managing Attorney, the Immigration Staff Attorney will provide robust direct legal representation to low-income individuals and families in the counties of Santa Cruz, Monterey and San Benito and San Luis Obispo in affirmative and defensive immigration matters. The services include, among others, giving general consultations, representing clients before EOIR, USCIS, and California Superior Courts, and collaborating with other community-based legal service providers. This position is based in Salinas but serves clients from all four counties and requires travel between the different offices. This position is also responsible for promoting agency mission, vision and values, contributing to agency planning, and representing Catholic Charities of the Diocese of Monterey in the community.

FUNDAMENTAL RESPONSIBILITIES:
Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES :

- Responsible for individual caseload, providing affirmative and defensive immigration services, with a primary focus on removal defense, asylum, and SIJS petitions, among other forms of benefits and/or relief.
- After determining that a client is entitled to any given immigration benefit, prepares applications or petitions with supporting evidence and represents clients before USCIS and EOIR.
- Provide support as needed to other attorneys, accredited representatives, and volunteers on substantive legal matters.
- Works closely with partner community-based organizations and in-house services to ensure that clients receive holistic service, addressing their many needs beyond legal representation.
- Maintains proper client files and documentary evidence required to prove eligibility for legal benefits and equities under all applicable law. Maintains proper case management notes in the case management platform.
- Participates in community events (some of them on weekends) performing different tasks including but not limited to providing information, consultations, and case review.
- Uses cultural sensitivity and awareness to develop appropriate and effective strategies to address the needs and advance the rights of vulnerable communities.
- Prepares and gives presentations on immigration legal benefits and facilitates workshops at agency, parishes, and in other community events organized by our Agency.
- Assures the delivery of quality services and adherence to policies.
- Develop and strengthen ongoing public relations to promote program and coordination of client services.
- Assist Managing Attorney with program needs and in identifying potential process improvements.
- Other duties as assigned by the Immigration Program Director and Managing Attorney.

QUALIFICATIONS, EXPERIENCE, AND KNOWLEDGE:

- J.D. degree from an accredited educational institution
- California Bar license with membership of the California Bar Association in good standing, required.
- Minimum of 3 years of direct immigration law experience, working with vulnerable population of immigrants, domestic violence survivors, trafficking victims, refugees or individuals seeking asylum.
- Demonstrated knowledge of Immigration Law, Immigration Court Procedure, and Removal Defense Cases
- SIJS related work experience and experience with complex immigration cases, strongly preferred.
- Bilingual English / Spanish required.
- Ability to conduct presentations in large groups
- Ability to use independent judgment and initiative.
- Effective written and verbal communication skills with the ability to communicate clearly, professionally, and with compassion and sensitivity.
- Self-motivated and able to effectively prioritize and manage multiple projects.
- Must be detailed-orientated with the ability to strategize
- Ability to maintain strict confidentiality and exercise good judgment.
- Must be comfortable with frequent interruptions.

- Welcoming and friendly demeanor; appreciative and respectful of all cultures and beliefs.
- Collaborative and able to develop, support, and maintain positive relationships.
- Flexible with schedule, able to work evenings
- General knowledge of the Principles of Catholic Social Teachings and Roman Catholic structure and the ability to apply them to practical actions.

LICENCE, CERTIFICATIONS, REGISTRATIONS:

- California Bar license (Required)
- Valid California Driver's License, transportation and current auto insurance.

OTHER REQUIREMENTS:

- Clearance of fingerprint background check is required.
- Ability to stand and be active for 2-3 hours at a time
- Occasionally lift or move up to 25+ lbs.
- The person holding this position is considered a Mandated Reporter under the California Child Abuse and Neglect Reporting Act and is legally required to report any suspicion of abuse or neglect to the relevant authorities.

WORKING CONDITIONS:

- Comfortable office environment
- Some travel to other locations for meetings, training, etc.
- Under the Rehabilitation Act of 1973, Catholic Charites Diocese of Monterey must provide reasonable accommodations when an employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

HOURS AND OTHER CONDITIONS:

This is an exempt, 40 hours/week position. Occasional weekends and evenings will be required. Salary is $80,000-95,000 based on experience. Catholic Charities offers a full range of employee benefits.

Please send *a resume and cover letter* to hr@catholiccharitiesdom.org , position will be open until filled.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.