



Title: Immigration Attorney

Department: Immigration

Hours Worked: 37.5 hours per week.

**Office of Human Resources
Job Description**

Reports to: Program Administrator

Supervises: Program Staff

FLSA Status: Exempt

Essential Duties and Responsibilities:

- Follows through with referrals from parishes and public as well as refugee resettlement staff and other Catholic Charities programs to provide consultation as requested on immigration legal matters.
- Assesses referred cases for appropriate services (or possible referral)
- Prepares and/or supervises the preparation of family petitions, asylum applications, waivers, VAWA, consular processing, and other applications for immigration relief.
- Implements program's revenue increase via attorney assisted services program.
- Ensures strict adherence to budgetary expectations and program requirements.
- Represents clients before USCIS proceedings and EOIR court proceedings.
- Represent Clients in State Court Dependency, Paternity, Custody, or Guardianship Proceedings for Special Immigration Juvenile Status
- Assists Program Administrator in the development and expansion of its immigration services and resources.
- Remains current with law, literature and community needs and trends.
- Acts as resource person for staff.
- Completes required written assignments or reports in a timely basis.
- Participates on a CQI team
- Attends agency meetings and staff development programs as required.
- Attends training session as determined by the need's outlines in annual evaluation.

This is a sampling of duties. Other tasks, responsibilities and duties may be assigned as needed.

Qualifications:

- Member in good standing of Florida State Bar
- 3 years of experience in immigration law
- Bilingual (English/Spanish and/or English/Creole)
- Proficiency in Microsoft Software (especially Word, Outlook, and Excel)
- Will adhere to all Catholic Charities and Diocesan policies and Procedures.
- Exhibits professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies and the public.

- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgement.
- Ability to work irregular hours.
- Knowledge and support of Catholic Church teachings
- Florida Driver's License, excellent driving record and access to vehicle

Physical Requirements:

- Job demands may require extended hours from time to time.
- Ability to work closely with others and alone.
- Willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements.
- Willingness to respond to emergency situations without notice.
- Willingness to prioritize and respond to the needs of potential clients.
- Occasional light lifting and carrying of under 15 pounds.
- Occasional moderate carrying and lifting of 15 – 44 pounds.
- Frequent use both hands and fingers (i.e., typing)
- Frequent extended periods of sitting.
- Occasional periods of standing, kneeling and climbing.
- Occasional ability of minimal hearing (i.e., driving) and routine hearing (i.e., listening to others in conversation)

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.