



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE: Asylee Immigration Staff Attorney
REPORTS TO: Senior Director of Family Support Programs
STATUS: Non-exempt Regular Full Time (40 hrs/wk)
SALARY: \$33.00 TO \$35.00 Per hour

SUMMARY:

Are you looking for a position that supports our community's vulnerable and marginalized refugee and immigrations to improve their quality of life and create real change? Refugee Women's Alliance mission promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes, and equal access to services while respecting cultural values and the right to self-determination. ReWA's Immigration services provides the critical security and safety each refugee and immigrant is seeking for their family and self. Only with this security of never returning to the place they are fleeing will they be able to truly rebuild their lives. Do you see yourself as a part of that mission?

The Staff Immigration Attorney leads the agency's Immigration Program, including tracking immigration policy: leading bilingual case managers to ensure accuracy and quality of asylum applications, green card, and other immigration services for clients; providing training for case managers. This position provides direct service with clients including completing immigration and asylum applications, interview preparation and attending asylum interviews with participants. All fostering safety and security for refugee and immigrants individuals and families here in the United States as they rebuild their lives.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES

- Provide consultation to Asylum staff regarding applicable laws and regulations.
- Oversee the preparation, and review of all asylum and immigration documents, including I-589, I 765, I-90, I-130 and I-485 and other relevant forms.
- Review and sign G-28's for each file of every case manager who does not have their partial DOJ certification; at times review those files of case managers with partial DOJ certification.
- Conduct interview Preparation with participants to increase likelihood of participant passing asylum interview.
- Attend asylum and other immigration Interviews with participants when necessary to increase likelihood of participant passing interview.
- Verify application documents for accuracy, completeness, and compliance with all the stated requirements.
- Provide occasional training to ReWA staff on current immigration laws and best practices.
- Provide counsel, as needed, to participants who may have legal issues regarding their asylum case or other immigration cases with federal immigration and/or the Department of Homeland Security.
- Attend Program and staff meetings and training as requested by the Senior Director.
- Other related duties as assigned by the Senior Director.

MINIMUM QUALIFICATIONS

- Must have a law degree and have passed bar exam and licensed to practice law in the United States.
- Must have 1+ years of experience working on Asylum cases understanding Asylum application process
- Must have 1+ years of experience working in the US as an attorney in immigration law.
- Excellent spoken and written English language skills.
- Demonstrated ability to use sound independent judgment.
- Computer skills including database, spreadsheet, word processing and email.
- Commitment to refugee and immigrant advocacy.
- Ability to communicate effectively with individuals from diverse cultural backgrounds.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.
- Commitment to teamwork and collaboration.
- Willingness to work flexible hours.
- WA state driver's license and vehicle insurance.
- Bilingual in Dari/Farsi preferred

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

TO APPLY:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

CLOSING DATE:

Open until filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.