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 Announcement

**POSITION TITLE:** Immigration Staff Attorney/Supervisor  

**PROGRAM:** Immigration  

**REPORTS TO:** Senior Director Family Empowerment  

**SUPERVISES:** Immigration Staff  

**LOCATION:** Kent and SeaTac locations  

**STATUS/PAY:** Non-exempt Regular Full Time (40 hours per week)  

**Salary $38 an hour**

**SUMMARY:** Are you looking for a position that supports our community’s vulnerable and marginalized refugee and immigrants 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 Asylee Staff Immigration Attorney/Supervisor leads the agency’s Immigration Program, including tracking immigration policy; leading staff attorneys and bilingual case managers to ensure accuracy and quality of asylum applications, green card, and other immigration services for clients. This position in conjunction with other attorney’s and Senior Director provides 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.

This position is responsible for the supervision of ReWA’s Immigration Programs, at multiple sites. This position in tandem with Senior Director of Family Empowerment is responsible for program planning and implementation, contract administration, results

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monitoring, staff supervision, and partnership development. This position supervises and supports staff with problem solving, application submission, citizenship instruction curriculum development, quality review. This position support the programming and staff as they help refugee and immigrants to realize their dreams of immigration security and American Citizenship and Legal Permanent Residency.

ATTORNEY RESPONSIBILITIES:

- Provide consultation to staff regarding applicable laws and regulations surrounding immigration applications, asylum, naturalization, TPS, green card, family petitions.
- Prepare asylum and immigration documents, including I-589, I 765, I-90, I-130 and I-485 and other relevant forms for submission to USCIS.
- 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 for immigration case managers.
- Review and sign G-28’s for each file of every case manager who not having the credentials to do it themselves; at times review those files of case managers DOJ credentials.
- Conduct interview Preparation with participants to increase likelihood of participant passing immigration interview, a ReWA best practice.
- Attend asylum interviews and other immigration Interviews when needed when necessary to increase likelihood of participant passing interview.
- Verify application documents for accuracy, completeness, and compliance with all the stated requirements.
- Provide 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.
- In tangent with Senior Director of Family Empowerment and Immigration Supervisor contribute in the hiring and onboarding process; train, evaluate case managers.
- In tangent with Senior Director of Family Empowerment and Staff Attorney’s develop in-depth onboarding and training for immigration staff
- Maintain clear lines of communication among Immigration Program staff.
- Work collaboratively and effectively with other Managers/Directors to assure that clients receive comprehensive services and benefit from all ReWA programs.

ADMINISTRATIVE RESPONSIBILITIES (Providing oversight of Program Coordinator who monitors all the program data and data reporting)

- Support immigration department staff in achieving the ORIA immigration outcomes using data to regularly update teams and solve barriers or challenges that impede goal achievement.
- In tangent with Sr. Dir. Family Empowerment and Immigration Supervisor oversee the program coordinator’s monthly and quarterly program data reports
- Contribute narrative and data for monthly and quarterly program narrative reports for contractors and ReWA.
- In tangent with Senior Director of Family Empowerment, oversee and implement quality review plan with Immigration Supervisor and Program Coordinator to keep all program data and files in compliance.
- Support the Senior Director of Family Empowerment and Development Department program information in preparation of Immigration program grant applications when needed
- In tangent with the Senior Director of Family Empowerment and Immigration Supervisor oversee the development, maintenance, and implementation of Standard Operating Procedures (SOPs) and case manager manual for immigration department.

**Partnerships**
- In tangent with Senior Director and Immigration Supervisor enhance and maintain partnerships with Immigration Stakeholders, taskforces, committees, community-based organizations, and government agencies to further the goals and impact of ReWA.
- In tangent with Immigration Supervisor lead Immigration outreach efforts when needed to fill pipelines for application submissions and students for classrooms.
- Other 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.
- Must have experience working with undocumented and court removal proceeding
- Must have experience working with refugee and immigrants
- 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&ccld=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

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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.