



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 Legal Services Staff Attorney
DEPARTMENT: Immigration
REPORTS TO: Senior Director Family Empowerment/Immigration Supervisor
POSITION STATUS: Non-exempt Regular Full Time (25 hrs/wk)
WORK LOCATION: MLK, Kent, SeaTac Locations
PAY: \$38.00-\$42.00 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 Immigration Legal Services Staff Attorney supports the agency's Immigration Program, including tracking immigration policy: quality assurance for 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 attorneys, Immigration Supervisor, 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 and any follow up that is required.

This position supports the programming and staff as they help refugee and immigrants to realize their dreams of immigration security and American Citizenship and Legal Permanent Residency.

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.

Refugee Women's Alliance is an Equal Opportunity Employer.

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 assist with quality assurance for Immigration Program staff; case managers.
- In tangent with Senior Director, Immigration Supervisor 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.
- Ability to fill in for staff when there are gaps in staffing.

ADMINISTRATIVE RESPONSIBILITIES:

- Support immigration department staff in achieving immigration, PRIME outcomes using data to regularly update teams and solve barriers or challenges that impede goal achievement.
- In tangent with Senior Director and Immigration Supervisor oversee the program coordinator's monthly and quarterly program data reports
- In tangent with Immigration Supervisor provide monthly and quarterly program narrative reports for Senior Director, contractors and ReWA.
- Provide consultation input for grants and contracts to Senior Director and Immigration Supervisor for current and relevant program information in preparation of Immigration program grant applications when needed
- Provide input for Senior Director and Immigration Supervisor for 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.
- Other duties as assigned by the Senior Director and Immigration Supervisor

MINIMUM QUALIFICATIONS:

- Law degree and have passed bar exam and licensed to practice law in the United States.
- 1+ years of experience working on Asylum cases understanding Asylum application process
- 1+ years of experience working in the US as an attorney in immigration law.
- Experience working with refugee and immigrants.
- Excellent spoken and written English language skills and ability to advocate for clients in different situations.
- Excellent English language skills spoken and written to write agency immigration advocacy and policies
- 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/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&ccid=19000101_000001&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

Refugee Women's Alliance is an Equal Opportunity Employer.

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.