

TEMPORARY STAFF ATTORNEY – GUARDIANSHIP & IMMIGRATION

CLASSIFICATION: Attorney I (Union)	SALARY: \$60,000 + DOE/DOQ
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: UNTIL FILLED

For 47 years Bet Tzedek has been committed to providing free legal services to those who need them most. In that tradition, Bet Tzedek is seeking a determined, organized, and zealous bilingual advocate to represent caregivers seeking appointment as guardian of the children in their care. In addition, this staff attorney will represent unaccompanied immigrant children eligible for Special Immigrant Juvenile Status in state court and immigration proceedings. This position is a temporary position to cover the duties and responsibilities of a current staff attorney who will be on a temporary leave.

ESSENTIAL DUTIES:

- Conduct intakes and interviews of potential guardians and undocumented children seeking legal assistance from Bet Tzedek.
- Represent caregivers living in Los Angeles County in Probate Guardianship matters through a mix of advice and counsel, limited scope services, extensive services, and/or court representation services.
- Represent undocumented minors eligible for Special Immigrant Juvenile Status by providing full scope representation in Probate Court, removal proceedings, adjustment of status, and the asylum process, where applicable.
- Prepare Probate Guardianship matters for pro bono placement.
- Comply with case management and reporting procedures.

QUALIFICATIONS:

- Active member of California State Bar in good standing (required).
- Minimum of one-year experience in immigration removal defense (required).
- Fluency or high proficiency in spoken and written Spanish and English (required).
- Demonstrated commitment to non-profit legal services (preferred).
- Experience in asylum advocacy or representing undocumented minors (highly desired).
- Demonstrate an understanding and commitment to Bet Tzedek’s mission of equal justice for all (required).
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required).

HOW TO APPLY:

- Email letter of interest and resume to bettzedek.51.52F@applynow.io (Subject: “TEMPORARY KINSHIP/SIJS”)

Note: The length of employment will be from 11/8/2021 – 03/25/2022 with possibility of extension. Additionally, all positions are subject to funding; ongoing funding or employment cannot be assured.

To best serve our communities, Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.