

PARALEGAL, IMMIGRATION PRACTICE

CLASSIFICATION: Union – Non-Exempt	SALARY: \$50,000+ DOE/DOQ
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Open until filled

Bet Tzedek, the House of Justice offers free legal services to undocumented youth in need of assistance securing Special Immigrant Juvenile Status and adjusting to lawful permanent resident status. Bet Tzedek assists unaccompanied minors under California Probate Court jurisdiction as well as DCFS supervised children. Bet Tzedek is seeking an earnest, organized, and focused Spanish/English bilingual paralegal to assist with the representation of unaccompanied children in removal proceedings and the adjustment of status process.

ESSENTIAL DUTIES:

- Conduct intake/interview of referred undocumented children;
- Conduct follow-up interviews and assist with fact gathering and securing evidence.
- Prepare immigration filings including guardianship, SIJS, adjustment of status, and humanitarian immigration petitions as well as responses to Requests For Evidence (RFEs), Notices of Intent to Deny (NOIDs), and Referrals;
- Help maintain client files and records.
- Help track matters placed with pro bono attorneys to ensure matters are moving forward efficiently and effectively.
- Work collaboratively with attorneys to develop and maintain consistent procedures for immigration matters from initial intake to case completion and file closure;
- Manage referrals for medical, mental health, and social services for minor clients; and
- Comply with case management and reporting procedures, including preparing case status reports, updating case management software and tracking tools, and compiling data for grant reports.

QUALIFICATIONS

- Demonstrated commitment to Bet Tzedek’s mission required;
- Spanish and English-language fluency or high-proficiency (spoken and written) required;
- Minimum two years paralegal/clerical experience; and
- Minimum one-year experience working in immigration legal services.

HOW TO APPLY

- Email letter of interest, resume, and minimum salary requirement to resume@bettzedek.org.
(Subject: “Immigration Paralegal”)

Note: This position is part of a special program created using designated funds; there is no assurance of ongoing funding or employment beyond the period for which the funds are obtained.

To best serve our community 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.