



CENTRAL AMERICAN RESOURCE CENTER
CENTRO DE RECURSOS CENTROAMERICANOS

Job Title:	Full Time Immigration Paralegal
Status:	100% Time (37.5 hours/week)
Salary:	\$50,000-60,000
Reports To:	Immigration Legal Program Director
Program Address:	3101 Mission St. Ste. 101, San Francisco, CA 94110

About CARECEN SF:

CARECEN SF is a non-profit organization established in 1986. CARECEN SF empowers and responds to the needs, rights, and aspirations of Latino, immigrant and under-resourced families in the San Francisco Bay Area - building leadership to pursue self-determination and justice. Rooted in its cultural strengths and born out of the Central American justice struggles, CARECEN SF envisions our diverse immigrant community as thriving, where families prosper, build effective community institutions and participate confidently in civic life.

CARECEN SF provides the following programs to the community: Immigration Legal Program, Health Promotions Program, Family Wellness Program, Second Chance Youth Program and Tattoo Removal Clinic. For detailed information about our programs, please visit our website: www.carecensf.org.

About Immigration Legal Program:

Our expert attorneys and paralegal team are committed to providing high quality, low-cost, and pro-bono immigration legal services to low-income immigrants and their families. By helping to adjust immigration status for all who are eligible, our work positively impacts the community we serve, increasing economic self-sufficiency and leveling the field for a successful and healthy integration into this country.

Our goal is to empower the immigrant community to counter xenophobic attacks and discrimination through education about local, state, and federal laws designed to protect individuals and families regardless of their immigration status.

Responsibilities

- Support attorneys in caseload involving direct representation of detained individuals in bond proceedings;
- Support attorneys in direct representation of individuals applying for asylum, SIJS, T or U-Visas, and other forms of relief;
- Assist client in social service system navigation during immigration proceedings to ensure client's well-being and material support for immigration case;
- Assist attorneys in preparing BIA appeals, habeas petitions, and Ninth Circuit appeal cases;
- Prepare immigration forms and visa applications and prepare document packets;
- Coordinate with family members of detained individuals in removal proceedings;
- Prepare Family and Probate Court forms and documentation to obtain SIJS predicate orders for eligible minors;
- Attend and assist attorneys in Family and Probate Court to obtain SIJS predicate orders for eligible minors;
- File documents in Immigration Court, Family Court, Probate Court, and United States Citizenship and Immigration Services (USCIS);
- Keep all information in files current and in order;
- Keep all client information in Lawlogix database current and in order;
- Translate client's documents and support staff attorneys as interpreter at USCIS, Probate Court, and Family Court;



- Support clients with immigration benefits, potential social service needs, and referrals to other relevant programs offered, or available at CARECEN SF;
- Work closely and collaboratively with attorneys and social workers also assigned to legal caseload;
- Participate in administrative team meetings, agency meetings, collaborative/coalition meetings, community activities and trainings, as deemed appropriate; and
- Work on other duties as assigned.

Required Qualifications

- Minimum of two to four years of experience working as an immigration paralegal or legal assistant
- Strong writing skills required
- Strong knowledge of social service resources at the state and local level
- Strong problem-solving, and analytical skills
- Strong Bi-lingual (English and Spanish) language competency, including the ability to write basic correspondence in Spanish
- Ability to manage and prioritize workflow independently
- Ability to address ever-changing community legal needs within a limited resources context
- Commitment to work with immigrants and to advance immigrant rights movement, particularly among the Latino immigrant community in the Bay Area
- Knowledge and understanding of the political and historical context of migration from Central America and civil rights issues historically faced by immigrant communities in the U.S.
- Physical requirements: able to sit and work at a desk for up to 7.5 hours, lift up to 20 lbs, sufficient mobility to work in standard office/courtroom settings

Preferred Qualifications:

- Experience working with low income immigrant communities
- Experience working with children and families
- Experience handling asylum, SIJS, T-Visa and U-Visa in addition to having a broad knowledge of current immigration laws
- Excellent organizational, interpersonal, and communication skills
- Ability to work effectively and collaboratively- strong team player
- Familiarity with computer programs Law Logix, Word, Excel, Google Docs, Immigration Pro

Salary & Benefits

Competitive salary based on experience. CARECEN SF offers health, dental, and vision insurance. We also offer long term disability and life insurance, matching 403B and 401K after two years of employment. In addition, CARECEN SF offers professional development benefits, which includes trainings and educational opportunities. CARECEN SF is also committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin.

To submit an application:

Email a cover letter summarizing your qualifications for this position, along with your resume, to Laura Sanchez, Immigration Legal Program Director laura@carecensf.org by end of the day Friday, September 13, 2019.

Resume must be in pdf format, other format will not be accepted. Please no phone calls.