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## **JOB NOTICE: PARALEGAL-ADVOCATE IMMIGRANT JUSTICE PROGRAM**

Posted December 1, 2009: Open Until Filled

Legal Services of Southern Piedmont, a non-profit agency that provides legal assistance in civil matters to low-income persons in the Charlotte area and Western North Carolina, seeks a paralegal for its Immigrant Justice Program. The Program protects low-income, non-English-speaking residents and immigrants from exploitation, ensures accessibility of public services, stabilizes immigration status of clients and provides remedies in civil matters despite barriers to redress. Program advocates assist individual low-income immigrants in state and federal courts and administrative agencies in a variety of areas, provide community legal education, participate in community events, give legal advice, assist agencies in serving the needs of immigrants and engage in systemic advocacy projects and activities. One focus of the program is to protect victims of human trafficking.

The paralegal will:

- Assist attorneys in providing legal assistance and representation in specific cases including contact with client; interviewing witnesses; case investigation; legal research; drafting documents.
- Provide legal advice, counseling or other brief service under the supervision of an attorney;
- Maintain a caseload of administrative cases in which direct paralegal representation is proper;
- Interview applicants for assistance; determine client eligibility and whether to accept case;
- Conduct community outreach including speaking to client groups about program wide issues;
- Interpret and translate English/Spanish for client interviews, documents, and phone calls
- Coordinate the local anti-trafficking taskforce and-work in partnership with law enforcement and service providers to assist victims of human trafficking

**Requires** college degree, paralegal certification or equivalent experience; commitment to working with low-income people; proficiency in oral and written communication; strong analytic ability; self-motivated and dependable. ***Fluency or sufficient knowledge of Spanish to conduct client interviews without interpreter is required.*** Salary \$26,000+ DOE; generous leave and benefits.

**To Apply** send (1) a detailed letter explaining your qualifications for and your interest in these specific positions and this organization, a description of your experience with low-income people, special interest in or qualifications for any LSSP program and other relevant information; (2) a resume; (3) writing sample; and (4) names and telephone numbers of three references to: Kenneth Schorr, Executive Director, Legal Services of Southern Piedmont, by email to kens@lssp.org or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, email is preferred. Form letters and inquiries not containing this information will not be considered.



# IMMIGRANT JUSTICE PROGRAM

The purpose of the Immigrant Justice Program is to protect low-income, non-English-speaking residents and immigrants from other nations from exploitation, to ensure accessibility of public services, to stabilize the immigration status of clients, and to provide remedies despite barriers to redress.

The program provides individual advice and representation to low-income non-English-speaking and immigrants from other nations before state and federal courts, administrative agencies and legislative bodies; conducts community legal education programs; educates community agencies concerning the legal rights of immigrants; and assists those agencies in serving the needs of immigrants.

## CASE TYPES:

- Family law: domestic violence
- Housing law: habitability, preventing discrimination, defending evictions
- Consumer law: especially involving mobile homes and automobiles
- Public benefits: ensuring accessibility and proper eligibility determination
- Immigration law
  - Immigration assistance for victims of domestic violence
    - VAWA petitions
    - U and T visas for victims of trafficking and crimes
  - Affirmative and defensive asylum claims
  - Removal defense
  - TPS
  - NACARA
  - Cancellation of Removal
  - Voluntary Departure

For immigration cases, IJP will provide individual representation in Ashe, Alleghany, Watauga, Wilkes, Mitchell, Avery, Caldwell, Alexander, Catawba, Burke, Yancy, McDowell, Cleveland, Gaston, Mecklenburg, Cabarrus, Stanly and Union counties. For all other case types, IJP will provide individual representation in Cabarrus, Mecklenburg, and Union counties with some limited assistance in the other counties listed above. In addition, IJP will provide community education programs in all nineteen counties listed above.