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<b>Position:</b>	Senior Staff Attorney, Immigration Legal Defense Pilot Program
<b>Type:</b>	Full Time
<b>Status:</b>	Exempt
<b>Reports to:</b>	Executive Director
<b>Salary range:</b>	Available upon request
<b>Location:</b>	Durham, North Carolina
<b>Updated:</b>	5/6/2022

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### **Position Summary**

The City of Durham contracted JusticeMatters to pilot a two-year Immigration Legal Defense Pilot Program (the “Pilot Program”) that will (1) increase identification of non-detained undocumented individuals in Durham County who are eligible for immigration relief, including relief from removal; and (2) increase access to trauma-informed immigration legal services to protect due process rights and secure immigration relief. More broadly, this program will promote equity in access to legal relief and demonstrate commitment to the wellbeing of all residents.

The Senior Staff Attorney will provide visionary and operational leadership in developing, managing, and monitoring the Pilot Program, providing direct services to clients and supervision to program staff. Ideal candidates will have extensive experience representing individuals in seeking affirmative and defensive immigration relief and in leading programs and/or teams from a multidisciplinary, community-based approach.

### **Duties and Responsibilities**

- Lead the Immigrant Legal Defense Pilot Program.
- Develop and manage execution of Pilot Program activities, including outreach, case intake and screening, legal consultations and representation, and referrals.

- Provide immigration consultations and representation in select matters, including removal defense, Asylum, Special Immigrant Juvenile Status, U Visas, T Visas, and VAWA Self-Petitions.
- Manage Pilot Program staff attorney(s) in the provision of legal services to clients, including supervision and support in (i) case strategy, (ii) trial preparation, and (iii) caseload management.
- Manage the Pilot Program's case placement process and maintenance of client files, ensuring entry of timely, accurate, and detailed case data into JusticeMatters' case management systems.
- Manage the Pilot Program's budget, data collection, monitoring, evaluation, and reporting, with the support of JusticeMatters' Chief Operating Officer and Chief Program Officer.
- Assess and adjust program design to ensure accountability to Pilot Program clients, and to strengthen opportunities for client feedback and strengths-based support.
- Monitor the Pilot Program for contractual compliance and adherence to funder intent.
- Develop and monitor opportunities to expand the range of Pilot Program services through innovative program design and sustainable service delivery.
- Establish effective processes to connect Pilot Program clients to relevant external services/resources.
- Work closely with the immigration and family law section leads to implement effective processes for identification/transfer of individuals eligible for additional legal services through JusticeMatters' immigration and family law sections.
- Engage with the Pilot Program's Advisory Board, facilitating meetings, communication, and effective integration of Board experience, expertise, and counsel.
- Collaborate with public and private agencies, community organizations, and other legal service providers to maximize the Pilot Program's ability to meet the legal needs of immigrants in Durham County, NC.
- Attend and participate in community events, legal workshops/clinics, volunteer recruitment/training events, and community-based coalitions that will enhance the Senior Staff Attorney's knowledge, networks, and ability to carry out job responsibilities.
- Represent the Pilot Program and JusticeMatters in the community and to the City of Durham, working with the Executive Director to respond to City, media, and other local/national inquiries.
- Collaborate with the immigration law section lead to train and supervise pro bono attorneys, law students, and interns/externs who volunteer with JusticeMatters.
- Handle other tasks, as requested by the Executive Director.
- Generally promote JusticeMatters' mission and work.

## **Qualifications and Requirements**

1. Law degree from an accredited law school.
2. Current membership in good standing with a State Bar, and willingness to secure membership with the North Carolina State Bar.
3. Fluency in spoken and written Spanish, *strongly preferred*.
4. Five (5) plus years of legal experience representing undocumented individuals in immigration matters (removal defense experience *strongly preferred*).
5. Five (5) plus years of experience supervising the provision of immigration legal services by attorneys and paralegals, *preferred*.
6. Five (5) plus years of experience developing and/or managing a program or team providing direct legal services from a multidisciplinary, community-based approach, *preferred*.
7. Excellent organizational, analytical, writing, and editing skills; strong attention to detail.
8. Strong interpersonal, cultural humility, and cross-cultural communication skills.
9. Effective collaboration with external co-counsel and multidisciplinary professionals in the provision of legal services.
10. Ability to think strategically and creatively, solve problems, innovate, exercise initiative, manage multiple tasks/projects involving sensitive information, and make decisions under pressure, including knowing when to ask for assistance.
11. Proficiency in Google Suite and Microsoft Office Suite, and willingness to learn other case management systems.
12. Impeccable integrity, judgment, and discretion.
13. Ability to travel (a driver's license and regular access to a vehicle are required). Travel and mileage are reimbursed.
14. Demonstrated commitment to the values of JusticeMatters.
15. Support of the mission and vision of JusticeMatters.

## **About JusticeMatters**

JusticeMatters is a faith-motivated, nonprofit law firm that addresses the roots and repercussions of human trafficking. Founded in 2009 in Durham, North Carolina, we provide trauma-informed legal services throughout North Carolina and we promote just policies and practices impacting our clients and community. Since 2011 we have been at the forefront of efforts to integrate principles of trauma-informed care in the legal profession, recognizing that the way we provide legal services—not solely the legal results we secure—holds potential to promote the wellbeing of our clients and our workforce. Our team seeks justice, strives for excellence, upholds trauma-informed principles, embraces community, and is anchored in celebration. We envision the freedom and flourishing of all.

## **Compensation and Benefits**

- 20-30 days of paid time off, (used for sick, vacation, etc.), dependent upon length of service
- Health insurance coverage for employees 100% paid by JusticeMatters
- Health insurance for family members (paid by employee)
- Dental and vision insurance (paid by employee)
- 401(k) retirement plan
- Stipend to cover all required legal licenses and professional memberships
- Access to robust and personalized professional development, including but not limited to professional conferences, ongoing psychoeducation for trauma-informed design/practice, and CLEs
- Flexible work schedule, with opportunities to work off-site
- Paid three-month sabbatical after seven (7) years of service, and every five (5) years thereafter

\*These details are for informational purposes, and this list is not exhaustive. Benefits are subject to policy or plan changes.

For more information please visit our website at [www.justicemattersnc.org](http://www.justicemattersnc.org) or contact LaToya King at [latoya@justicemattersnc.org](mailto:latoya@justicemattersnc.org). To apply, please send a cover letter and resume to [latoya@justicemattersnc.org](mailto:latoya@justicemattersnc.org).

## **About the Immigrant Legal Defense Pilot Program**

### Program Summary

Program Area: Durham County, North Carolina

Pilot Duration: two (2) years

Program Duration: ongoing post-pilot, contingent upon success of pilot, receipt of recurring funding, and other variables

This program will (1) increase identification of undocumented individuals in Durham County who are eligible for immigration relief, including relief from removal; and (2) increase access to trauma-informed immigration legal services to protect due process rights and secure immigration relief.

More broadly, this program will promote equity in access to legal relief and demonstrate commitment to the wellbeing of all residents.

### Program Highlights

#### Problem Statement:

Immigrant members of the Durham County community who lack legal status in the United States are at heightened risk of exploitation, separation from family, and other forms of trauma. Legal status, and more temporary forms of relief from removal, are foundational protections against these injustices. However, many undocumented individuals lack access to legal services needed to protect their due process rights and secure these protections.

Providing legal services delivered according to a trauma-informed approach creates opportunities for our undocumented neighbors to secure these protections, promoting their flourishing as well as the safety and shared social and economic prosperity of all residents of Durham County.

#### Project Goals:

For non-detained undocumented individuals in Durham County:

1. Increase identification of those eligible for immigration relief, including relief from removal; and
2. Increase access to trauma-informed immigration legal services to protect due process rights, secure immigration relief, and expand access to community-based resources.

#### Pilot Outcomes: Short-Term:

1. Increased identification of individuals eligible for immigration relief; and
2. Increased access to trauma-informed immigration legal services to protect legal rights;
  - a. # informed of their immigration status, eligibility, and rights
  - b. # client legal goal achieved (including # motions granted and # petitions/applications approved)

Post-Pilot: Intermediate Outcomes and Long-Term Impact:

This Pilot will lay the groundwork for the following Intermediate and Long-Term Outcomes, which are outside of the Pilot's scope/duration:

1. Intermediate Outcomes: Immigration relief secured; Increased # Social Determinants of Health (Education, Medical, Behavioral Health, Employment, Housing Stability) and intact families in Durham County
2. Long-Term Impact: Flourishing of undocumented immigrants and Durham County community through (1) a safer community, (2) shared economic prosperity, and (3) a connected, engaged, and diverse community.

Advisory Board:

This project was envisioned and championed by a working group of community representatives, advocates, and immigration attorneys, convened by a member of City Council, which met for a series of roundtable discussions to consider the lack of access to legal services for undocumented immigrant residents of Durham and impact on these individuals, their families, and the community at large. This Pilot will be supported ongoing by an Advisory Board representing key stakeholders, including individuals with lived experience as undocumented residents of Durham County, which will:

- Provide counsel and share experience and expertise to inform project;
- Promote communication and information-sharing;
- Promote a collaborative, multi-sector approach; and
- Promote equity.

For additional information, please contact:

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