



## **Attorney I - Removal Defense**

Immigration Legal Services

Full-Time Exempt

Limited term through 1/31/24

Reports to: Attorney III

### **AGENCY OVERVIEW:**

Through the principles of Catholic Social Teaching, Catholic Charities of Oregon achieves lasting solutions to poverty and injustice by partnering with clients to meet their economic and educational goals, and to support their physical and social well-being. Catholic Charities is the official domestic relief agency of the Archdiocese of Portland in Oregon.

### **PROGRAM OVERVIEW:**

Catholic Charities Immigration Legal Services (CCILS) provides high quality immigration legal services to low-income immigrants and their families, and engages in public education, training and community outreach in order to promote justice for all newcomers and encourage their full participation in American Society.

### **POSITION SUMMARY:**

The Attorney I position is a critical part of the CCILS team. This role will provide direct legal services to individuals. The Attorney I position is a part of a team who focuses on family reunification and assistance to the most vulnerable immigrants, including domestic violence victims, crime victims, refugees, and certain persons needing deportation and removal defense.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- The attorney will provide direct legal services to individuals in removal proceedings, which may include:
  - Provide legal counseling to clients on immigration options
  - Represent clients seeking asylum, cancellation of removal, withholding and CAT, and other defensive remedies before the Portland Immigration Court
  - Represent clients in affirmative applications before U.S. Citizenship and Immigration Services, where warranted.
  - Ensure that all assigned legal services are provided in accordance with applicable State and Local regulatory requirements, Catholic Charities Board Policies, Social Service Division Policies, and the Catholic Charities Code of Ethics and Code of Conduct.
  - Representing clients in removal proceedings in Immigration Court.
- Manage caseload.
- Prepare applications and supporting documentation.
- Communicate and meet with clients.
- Effectively represent Catholic Charities at community functions and at other events as requested or needed (e.g., presenting on immigration law and benefits available to individuals in removal proceedings).
- Participate in trainings and meetings as requested by Supervisor.

- Adherence to Catholic Charities policies and procedures.
- Perform other duties and responsibilities as assigned.

#### **QUALIFICATIONS:**

- JD degree from an accredited law school and admission to bar in any state.
- 1 year of experience practicing immigration law, preferred.
- Member in good standing of any state bar.
- Excellent legal research and writing ability.
- Sensitivity to and experience with clients in removal proceedings; ability to convey concern and establish trusting, caring relationship with clients by way of active listening and supportive communication.
- Experience with low-income and culturally diverse populations.
- Experience or willingness to work with law enforcement systems, Portland Immigration Court, and other personnel.
- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English required.
- Demonstrated competency working with people from diverse cultures. Ability to assess and treat clients in a culturally competent manner.
- Ability to effectively work with standard office programs including Word, Excel, Outlook, Microsoft Teams, PowerPoint and immigration forms software.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Travel between sites in Portland required. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Satisfactory results from criminal, civil and/or motor vehicle background check required.

#### **VACCINATION POLICY:**

Catholic Charities of Oregon requires all employees to confirm they are fully vaccinated, or in the process of receiving the COVID-19 vaccination. Employees can submit the Oregon Health Authority (OHA) request for exception form for medical or religious accommodation. COVID-19 testing in lieu of being vaccinated or having an approved medical or religious exception is not an option.

#### **COMPENSATION:**

Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 13 paid holidays, retirement plan, free parking and more.

**TO APPLY:** Submit your application, resume and cover letter at  
<https://catholiccharitiesoregon.applicantpro.com/jobs/>

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