

ILS-009- Legal Assistant
Immigration Legal Services
Full-Time (40 hours) Non-Exempt
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:

The mission of Catholic Charities' Immigration Legal Services (CCILS) is to provide high quality immigration legal services to low-income immigrants and refugees, and to engage in public education, training, and community outreach. CCILS promotes justice for all newcomers and conditions that would result in their full participation in American society. Founded in 1996, CCILS 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.

POSITION SUMMARY:

The Legal Assistant position is a key support position for CCILS. This position provides administrative support to the attorneys and accredited representatives in preparing and filing client applicants, correspondence, and data entry.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist attorneys and accredited representatives in representing Immigration Legal Services clients in preparing applications.
- Frequent written and oral correspondence with Spanish and non-Spanish speaking clients and potential clients, including answering phone calls, providing information and referral assistance, scheduling and facilitating client appointments and interpretation services, if needed, fee collection, case preparation, closing cases and archiving client records.
- Data entry, scanning, copying, filing, mailings, scheduling, word processing and other clerical tasks.
- Assist in managing client records, including original client documents, case files and electronic records.
- Track client and case data; maintain various tracking materials and compile data for the completion of reports on an ongoing basis.
- Assist in developing training materials & facilitating technical assistance for translation volunteers, interpreters and pro-bono attorneys as needed. Assist in coordinating training of pro bono attorneys taking removal defense cases, as needed.
- Assist in producing, distributing, and presenting outreach & educational materials about the program.
- Other duties as assigned, including incoming mail processing, document translation, interpreting for clients at government interviews, filing, and electronic document management.
- Assist in the tracking of grant goals and drafting of semi-annual grant reports.
- Participate in training and meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

- Associates Degree or equivalent lived and or worked experience preferred.
- 2 year's previous legal assistance experience in the immigration law field preferred.

- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English required.
- Experience working with data entry in Salesforce or other databases preferred.
- Experience or desire to work with victims of domestic violence and sexual assault.
- 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, and PowerPoint.
- 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/>

EQUAL OPPORTUNITY EMPLOYER/VETERANS/DISABLED