

Immigration Counselor, The American Place

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience. HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

Reporting to Hartford Public Library's The American Place Executive Director, the **Lead Immigration Counselor** manages and completes cases, from start to finish, for a caseload in the area of immigration and nationality law. The incumbent will maintain documentation of services provided to clients, compile and review case files, provide follow up on the status of applications filed on behalf of clients, and represent clients before USCIS.

Responsibilities include:

- Manages and completes cases, from start to finish, for an immigration caseload in the area of immigration and nationality law.
- Maintains client case files in accordance with case file management system.
- Maintains knowledge of current immigration practice and procedures. (If applicable, acquires/renews partial accreditation before the Board of Immigration Appeals.)
- Provides legal representation to clients before USCIS.
- Develops and maintains program fee and document lists.
- Trains and supervises the work of the Department's Immigration Legal Staff including volunteers and interns.
- Ensures compliance with all federal, state, or municipal laws relating to immigration services being provided as a US Department of Justice recognized non-profit organization.
- Assists in the implementation and compliance of Immigration related grant projects.
- In collaboration with Department Head and Donor Relations Director builds relationships with area Law Firms to recruit pro-bono Attorneys and develop pro-bono clinic offerings.
- Nurtures relationships with UCONN Law School for the purpose of recruiting third year interns.
- Supports the expansion of Citizenship services through the provision of community education.
- All other duties as assigned

Required:

- Master's Degree in related field;
- Demonstrated experience with immigration case work; nationality law preferred.
- Demonstrated supervisory experience.
- Excellent technology skills, including experience with accessing and working with eGovernment resources, case management software, MS Office suite with advanced skills in Excel, and knowledge of various electronic signature and teleconferencing tools.
- Customer service orientated, empathetic with the ability create trusting client relationship. Demonstrated experience working with a diverse ethnic and social, economic, and educational customer base.
- Ability to establish and maintain effective working relationships with both professional and non-professional co-workers, community stakeholders, and governmental entities.
- Excellent organizational, analytical, and communication skills both written and oral. Is a detail-oriented, creative problem-solver; ability to work in a fast-paced environment, and to shift competing priorities to meet grant quota deliverables on time.
- Maintains updated knowledge of immigration policies, practices, and changes therein.
- Ability to work varied schedule including evening and weekend hours.
- Valid driver's license.
- USDOJ Accredited Representatives or previously Accredited may be considered. (Required training for Accreditation Renewal must be completed within three months of hire.)

Preferred:

- Juris Doctorate and license to practice law

To apply click here:

<https://www.indeed.com/job/immigration-counselor-dea0cf2351bb33d1>

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future.

Hiring Range: \$54,015 - \$64,143 DOE

Hartford Public Library is an Equal Opportunity Employer.