

## Immigration Counselor

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](http://www.hplct.org).

The library seeks an **Immigration Counselor**. In this role you will be responsible for providing high quality legal assistance, advice and referral services to low income immigrants and their families in the area of immigration and nationality law. This includes engaging in public education, training and community outreach in order to promote immigrant newcomer's full participation in American society. This role reports to the Immigration Services Manager and is located at the downtown library.

- Advises and assists in the preparation and filing of immigration and naturalization related applications and petitions
- Maintains client case files in accordance with case file management system
- Maintains knowledge of current immigration practice and procedures through training programs and seminars, immigration periodicals and website reviews and case reviews with managing attorney. Acquires partial accreditation before the Board of Immigration Appeals
- Provides legal representation to clients before USCIS
- Develops and maintains program fee and document lists
- Assists in the expansion of services
- Provides community education and pro bono clinic offerings and program publicity
- Assists in implementing and overseeing grant projects
- Ensures compliance with all federal, state, or municipal laws relating to immigration services being provided as a BIA R&A non-profit organization
- Provides interpretation and documentation translations as needed
- Performs other duties as assigned

### Requirements:

- Bachelor's degree required or Paralegal Associates Degree with two years related experience
- Minimum of one year of related experience required
- Strong computer and data entry skills and excellent communication skills required
- Accreditation from the Board of Immigration Appeals (BIA) or ability to obtain within six months of hire
- Paralegal experience preferred
- Fluency in a second language, Spanish preferred.
- *COVID-19 Vaccination required*

**To Apply:** Please email resume and cover letter to [tap@hplct.org](mailto:tap@hplct.org) and reference **Immigration Counselor** in the subject line of your email.

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. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional

offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Hiring Range:** \$19.64 - \$23.60

**Hartford Public Library is an Equal Opportunity Employer.**