

Immigration Counselor

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

Counseling

- Non-attorneys must complete required trainings and USDOJ partial accreditation application within 4 months of hire

Attorneys and Accredited Representatives:

- 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 practices and procedures
- Provides legal representation to clients before USCIS

Compliance

- Ensures compliance with all federal, state or municipal laws relating to immigration services being provided as a US department of Justice Recognized and Accredited non-profit organization
- Maintains client confidentiality
- Ensures compliance with grant funding guidelines and expected outcomes

Collaboration

- Communicates and collaborates closely with legal staff on case reviews, processes and implementations of best practices for case management and application submissions
- Actively engages in department outreach efforts, publicity and community outreach

Requirements:

- Minimum Bachelor's degree (BA/BS) from accredited four-year college plus one-year related experience. Law degree and admission to a state bar, preferred.
- Proficient computer and data entry skills.
- Excellent verbal and written communication skills.
- Non-attorneys: Willingness to prepare and submit application to obtain accreditation from the Department of Justice within 4 months of hire.
- Fluency in a second language preferred.
- Fluency in a second language, Spanish preferred.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning
- Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Immigration Counselor** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommend and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

Hiring Range: \$19.64 - \$23.60 DOE

Hartford Public Library is an Equal Opportunity Employer.