



Immigration Counselor – 2 vacancies (FT and PT)

The Immigration Counselor provides high quality legal assistance, advice and referral services to low income immigrants and their families in the area of immigration and nationality law. Engages in public education, training and community outreach in order to promote immigrant newcomer's full participation in American society. Responsibilities include:

COUNSELING

- Non-attorneys must complete required trainings and USDOJ partial accreditation application within 4 months of hire
- Attorneys and Accredited Representatives:
 - Advise and assist 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.
- Provides legal representation to clients before USCIS.

COMPLIANCE

- Ensure 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.
- Maintain client confidentiality.
- Ensures compliance with grant funding guidelines and expected outcomes.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Bachelor's degree required.
- 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.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer Part Time employees:

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

- Paid vacation time - prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education and staff engagement opportunities.
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a staff-led DEI Road Map.

What we offer Full Time 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 recommends and encourages all 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.

Schedule for Part Time: Weekday afternoons, occasional Saturdays and evenings.

Schedule for Full Time: Weekday standard business hours, occasional Saturdays and evenings.

Hiring Range: \$20.23 – \$24.31

Hartford Public Library is an Equal Opportunity Employer.