



IMMIGRATION LEGAL COUNSELOR – ATTORNEY

FULL TIME

The **Immigration Counselor** manages and completes cases, from start to finish, for a caseload in the area of 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.

The position is housed in Hartford Public Library's The American Place Division. The Division offers a robust Citizenship Program including citizenship education, interview preparation, and application assistance. Hartford Public Library is recognized by the U.S. Department of Justice, Office of Legal Access Program (OLAP) to offer legal advice by its attorneys and accredited representatives. As a not-for-profit organization, we are able to offer these services at no or low cost to the public. This position is a full-time, temporary, grant-funded position through 9/30/2025.

RESPONSIBILITIES INCLUDE:

LEGAL COUNSELING

- Renders highly confidential direct immigration legal counseling assistance to clients concerning immigration matters with emphasis on Naturalization law.
- Gathers information about individual cases to determine eligibility, advises clients on securing necessary documents to complete the required immigration forms.
- Refers complex cases to primarily pro-bono or low bono immigration attorneys as appropriate with approval from the program director and after written authorization of release of information from client.
- Prepares the necessary immigration forms for clients eligible to receive the immigration benefit and provides guidance regarding process involved.
- Assembles application to be submitted to USCIS and for final review by peer counselors.
- Notarizes documents when needed.
- May accompany and represent clients before the USCIS Connecticut District office.
- Maintains updated knowledge of immigration policies, practices, and changes therein.
- Some weekend and evening work may be required to accommodate programmatic needs.

ADMINISTRATIVE

- Participates in the planning of confidential administrative and organizational matters at the request of the department's manager.
- Maintains up-to-date and accurate client files and documentary evidence required to proof eligibility for legal benefits, as required by department/programmatic policies and procedures, professional standards, and external requirements of all relevant regulatory licensing or accrediting bodies in the course of performing job expectations.

- Prepares thorough and detailed notes in case management system regarding interactions and conversations with clients, status of case, documents required and all other information vital for review and audit of file.
- Maintains spreadsheet of all active cases and review list either weekly or biweekly with peer Counselors and Department Manager.
- Generate reports as requested for funder and program compliance as needed.
- Participates in community outreach events and education related to Naturalization law and benefits available to immigrants (some of them on weekends).
- Maintains updated knowledge of immigration policies, practices, and changes therein.

EDUCATION and EXPERIENCE/QUALIFICATIONS

Education & Experience

- J.D. Degree or similar field.
- Authorized to practice immigration law as an attorney admitted in any state or as an Accredited Representative. (U.S. Citizenship and Immigration Services officers may be considered.)
- Minimum of one-year immigration law experience, naturalization law preferred. Attorney's with experience in other areas of law may be considered, but must complete the Overview of Naturalization course within the first two weeks of hire.

Technology Skills

- Demonstrated proficiency with Microsoft Office applications notably Excel, OneDrive, Outlook, and Microsoft Teams.
- Experience with a legal case management systems or database systems.
- Excellent data entry skills with keen attention to detail.
- Experience with virtual communication/meeting tools such as Zoom, WhatsApp, WebEx.

Communication Skills

- Strong legal writing and communication skills.
- Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers.
- Ability to relate well and effectively in a multicultural and multilingual workplace with diverse client population.
- Sensitivity and trauma informed approach to serving clients.

Work Skills:

- Highly detail oriented and organized.
- Ability to work independently with minimal supervision and collaboratively in a team environment.
- Ability to work in a fast-paced environment, and to shift competing priorities to meet grant quota deliverables on time.

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 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 add **Immigration Legal Counselor - Attorney** 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, vaccinations are not required at this time.

Hiring Range: \$ 53,900.00

Hartford Public Library is an Equal Opportunity Employer.