

Lead 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. (Non-attorneys 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. (If applicable, acquires 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:

- Immigration Attorney OR possess current BIA accreditation OR qualified to apply for accreditation (or be reinstated) with the Board of Immigration Appeals (BIA) within six months of employment.
- Minimum two years of experience practicing immigration legal counseling as a BIA accredited representative or licensed immigration attorney focusing on Citizenship.
- Sensitivity to and experience with crime victims. An ability to convey concern and establish a trusting, caring relationship with clients by way of active listening and supportive communication.
- Strong technology skills with proficiency using immigration case management software, ELIS, and MS Office suite software, notably, Excel.
- Must possess a working understanding of diverse immigrant and refugee cultures and experiences.
- Maintain current knowledge of immigration policy and practices.
- Demonstrated experience working with law enforcement systems and personnel.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public, elected officials and others.
- Solid written and verbal communication, listening, organization and priority setting skills; detail oriented.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Ability to work in a fast-paced environment and prioritize.
- Ability to think quickly, assess a situation and make a sound decision.
- Ability to work a varied schedule inclusive of evenings and weekends.
- Valid driver's license is required.

Preferred:

- Master's Degree preferred in Legal Studies or similar field.
- Spanish language proficiency preferred.

To Apply: Please email resume and cover letter to tap@hplct.org and reference “**Lead Immigration Counselor**” in the subject line of your email. Resumes will only be accepted by email.

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

Hartford Public Library is an Equal Opportunity Employer.