

Hartford Public Library Job Description

Hartford Public Library is seeking a **full time Lead Immigration Counselor**. The Immigration Counselor provides high quality legal assistance, advice and referral 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 newcomers full participation in American society. Salary starting at \$45,500 annual. **Qualifications: Bilingual- Spanish preferred. High school diploma or equivalent; valid CT driver's license. Job description and application are available online at www.hplct.org or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. Applications accepted until January 22, 2016.**

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Essential Functions:

- Provides legal counseling and guidance to clients on immigration options; prepares applications and petitions for submission to USCIS; and, may represent clients before USCIS. **(35%)**
- Monitors grant compliance ensuring targeted outputs and outcomes are met within deadlines; including supervision of BIA accredited representatives and other support staff. **(25%)**
- Ensures compliance with all federal, state, or municipal laws relating to immigration services being provided as a BIA R&A non-profit organization. **(20%)**
- Implements established policies, rules and regulations, standards of conduct and work attendance **(20%)**
- Conducts presentations on immigration law and benefits available to immigrants.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.
- Prepares and delivers statistical and narrative monthly progress reports to supervisor.
- Keeps informed of current trends, improved programs and processes to better meet the needs of the community.
- Provides welcoming customer service to all customers internal and external.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.

Other Functions:

- Attends professional meetings, maintains active membership in state, regional, and national library associations; participates in activities of professional organizations;
- May interpret and translate for clients in languages other than English.
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- 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.
- Bachelor's Degree (BA/BS) from accredited four year college in Business Administration, Legal Duties or related field.
- 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.
- Spanish language proficiency preferred.
- Proficiency using immigration case management software, ELIS, and MS Office suite software, notably, Excel.
- Must demonstrate competency - possessing 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.
- Strong commitment to working within a team environment.
- Knowledge of various technologies including social media.
- 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.

Mental and physical requirements:

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
 - Must be able to walk, sit and stand for extended periods during the shift.
 - Must be able to travel to all facilities within the city, during all weather conditions.
 - Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.

Review and understanding:

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library's policies, procedures and practices.

Print name: _____

Signature: _____ Date: _____