



Immigration Counselor

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

- 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 practice and procedures through training programs and seminars, immigration periodicals and website reviews and case reviews with managing attorney. Acquires partial accreditation before the Board of Immigration Appeals
- Provides legal representation to clients before USCIS
- Develops and maintains program fee and document lists
- Assists in the expansion of services
- Provides community education and pro bono clinic offerings and program publicity

Grants

- Assists in implementing and overseeing grant projects

Compliance

- Ensures compliance with all federal, state, or municipal laws relating to immigration services being provided as a BIA R&A non-profit organization
- Provides interpretation and documentation translations as needed
- Performs other duties as assigned

Requirements:

- 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

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