



POSITION: Directing Attorney

STATUS: Full-Time

CLASSIFICATION: Exempt

REPORTS TO: Executive Director

PAY RATE: Based on Experience

POSITION SUMMARY:

Under the guidance of the Executive Director, the Directing Attorney supports SCC's legal programs and provides direct legal services, with a particular focus on immigration and criminal law. This role will primarily lead the Access to Justice Program with supervisory duties over the New Americans Initiative Program. The Directing Attorney will also be committed to the long-term health and sustainability of the organization and will participate in capacity-building efforts.

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES:

- Provide expert consultation and representation to clients including case preparation and follow-up
- Conduct legal intake interviews to assess a client's immigration status, eligibility, and admissibility issues. Manage immigration matters including:
 - Adjustment of Status
 - Consular Processing for Immigrants currently residing in Illinois
 - Freedom of Information Act (FOIA) requests
 - Parole in Place
 - U Visa
 - T Visa
 - VAWA Self-petition
 - Immigration Bond Hearings
 - Temporary Protective Status (TPS)
 - Non-LPR Cancellation of Removal
 - LPR Cancellation of Removal
 - Asylum, CAT, and Withholding of Removal
 - Attendance at Order of Supervision Appointment and Stay Requests before ICE
 - Applications for work authorization (not based on DACA)
 - Appeals and Motions to Reopen before USCIS or the BIA
 - Special Immigrant Juvenile Status (SIJS)
- Maintain up-to-date awareness of immigration regulatory laws, policies, and procedures

- Meet with clients to discuss their case and provide legal advice regarding evidence requirements for relief eligibility through in-person meetings, phone calls, and or e-mails
- Prepare affidavits or other documents, such as legal correspondence,
- Organize and maintain documents in paper or electronic filing system
- Prepare and disseminate internal informational and training materials; as well as facilitate the dissemination of inter-agency and partner agency materials
- Develop and foster partnerships with local, state, regional, and national agencies
- Organize quarterly workshops with program staff to educate the community on immigration relief including Temporary Protective Status and asylum
- Provide supervision and coaching to the New Americans Initiative Director
- Support resource development efforts including but not limited to identification of funding opportunities, drafting grant proposals, and grant reports

REQUIRED QUALIFICATIONS:

- Juris Doctor and two or more years practicing immigration law
- Minimum of two (2) years supervisory experience and/or ability to organize and supervise the casework and advocacy of team members
- Bilingual in English and Spanish
- Ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds
- Excellent verbal, analytical, writing, and organization skills
- Proficient knowledge of MS Office and case management software
- Highly motivated with ability to work independently as well as part of a team
- Strong attention to detail
- Knowledge of modern office practices and procedures as well as the operation and use of computer hardware, software and network systems including MS Office Suite, Word and Excel
- Ability to handle multiple tasks and responsibilities simultaneously in a busy office
- Ability to travel to court, trainings and community events

WORK SCHEDULE:

- Monday through Friday, 9am – 5pm
- Evenings and weekends as needed
- Hybrid work model available