



Position: Immigration Legal Clinic Attorney

Reports to: Immigration Attorney, Immigration Legal Clinic

Parameters: 1 FTE, 40 hours per week. \$80,000 annually. Willingness to work some evenings and weekends.

Location: POC's Offices at Ascension, 1515 W. Lake Street, Hanover Park, IL 60133 and 1585 Rand Rd in Palatine, IL.

POC's goal is to provide opportunities for immigrants to access community-based immigration legal and wrap-around services, and to expand their knowledge gaining leadership skills and a voice.

Responsibilities:

- Maintain a diverse client caseload focused on immigration cases.
- Counsel immigrants on immigration legal remedies virtually or by traveling to regional clinic locations and workshops throughout North Suburban Cook County.
- Prepare immigration applications, attend USCIS interviews, research applicable law, compose memoranda, write client affidavits, and draft motions and briefs.
- Present to the public on asylum, Know Your Rights, recent executive orders, and other immigration matters.
- Connect clients with other POC social services, resources, and opportunities.
- Maintain reporting and case management systems as required.
- Work collaboratively with and mentoring other staff, Community Navigators, and interns.
- In accordance with the ethical standards required of the legal profession and the Code of Professional Responsibility, preserve client confidentiality and avoiding conflicts of interest.
- Perform other duties as assigned.

Requirements

- License to practice law with membership in good standing to IL state bar.
- Immigration law experience (Preferred)
- Previous experience supervising administrative staff
- Demonstrated ability to serve clients in a professional, welcoming, and efficient manner
- Strong organizational ability
- High attention to detail
- Ability to pass various background checks to meet grant requirements

Benefits

- Pay dependent on experience
- Paid Time Off
- Health, Dental, and Vision Insurance
- Travel Reimbursement