



Position: Immigration Legal Clinic Attorney.

Reports to: Director of Immigration

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 relief, wrap-around services, and to expand their knowledge gaining leadership skills and a voice.

Responsibilities:

- Maintain a diverse client caseload focused on immigration cases via immigration clinics
- 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, draft motions and briefs, represent before immigration court.
- 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 mentor 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.
- Participate in Pro se workshops

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

1585 Rand Rd. Palatine, IL 60074

(847)776-9500

www.poc.news

Partners for Our Communities



Interested parties should send their resume and letter of interest to Partners For Our Communities Immigration Programs Director, Liza Gutierrez at LizaG@partnersforourcommunities.org.

POC is an equal opportunity employer and is committed to fostering an inclusive and diverse work environment. We encourage individuals from all backgrounds to apply.

POC EXEMPT POLICY

Per current federal law: As exempt employees, staff members have more flexibility in their work schedules. They are not required to adhere to strict hours and can manage their time as needed to meet job goals and deadlines.

POC manages exempt employees as follows: Exempt employees should

- Comply with mandatory trainings, attend meetings
- Be present in person when necessary for their positions, such as meeting with clients
- Keep a record of their work hours for grant purposes

PTO

Partners for Our Communities (POC) recognizes that employees have diverse needs for time off from work and, as such, POC has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work. Lastly, please use your PTO. We provide it for a reason. We understand the importance of time away from the workplace to disconnect, as well as to manage the demands of life outside the office.

Eligibility

POC will abide by the Illinois Paid Leave for All Workers Act. PTO is allotted upon hire on a prorated basis. Employees are allotted PTO hours on July 1st each year in accordance with the PTO rates below. New employees are allotted PTO hours on a prorated basis for the remaining months in the year after their start date. PTO allotments are available following completion of 30 days of employment.

Allotment and Payment of PTO

Allotments are based upon paid hours up to 40 hours per week (2,080 hours per year). Employees working less than 40 hours per week will earn PTO hours on a prorated basis. Length of service determines the rate at which the employee will be allotted PTO.

- Full-time accrual rates (based on 40 hours of work per week or 2080 hours of work per year):
- Years of Service Annual PTO Allotment*



- Less than one year one week
 - 1-10 years two weeks
 - 10+ years three weeks
- *part-time allotted rates will be prorated

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one hour. Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

PAID HOLIDAYS

In addition to PTO, POC offers the following paid holidays each year:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Procedures

Employees will receive holiday pay if the holidays falls on their regularly scheduled workday.

Should a holiday fall on a

weekend, the holiday will be observed on the workday closest to the holiday.

Holiday pay will not be considered as time worked for the purpose of overtime calculations.

Holiday pay is computed at an

individual employee's base rate of pay.

Holidays will not be paid to employees on any type of unpaid leave. Holidays falling within an approved scheduled vacation

will be recorded as holiday pay.

Whenever working on holidays becomes necessary, we will:

- Pay non-exempt employees their regular hourly rate with a premium.
- Offer exempt employees an additional day off to be taken within 12 months after the holiday.

You will be compensated for holidays in accordance with federal and state law.



FY 25 Cases Accepted by POC Immigration Clinic

Our current funder is Access to Justice. Below is a list of the cases that Access to Justice funds. However, because POC's Immigration Clinic is in its infancy, we will only accept the cases in bold. In addition to that listed below, the POC Immigration Clinic will Aid in Change in Venue, Change in Address. This workplan was approved by Access to Justice in July 2024.

- **_ Adjustment of Status**
 - _ Asylum, CAT, and Withholding of Removal
 - _ Attendance at Order of Supervision Appointment and Stay Requests before ICE
 - **_ Applications for Work Authorization (other than DACA)**
 - **_ Appellate work and Motions to Reopen before USCIS or the BIA**
 - **_ Consular Processing for Immigrants currently residing in Illinois**
 - _ Deferred Action for Labor Enforcement
 - _ I-751 Petition to Remove Conditions
 - _ Immigration Bond Hearings
 - _ LPR Cancellation of Removal
 - _ Non-LPR Cancellation of Removal
 - **_ Parole in Place**
 - _ Removal Defense
 - **_ Special Immigrant Juvenile Status**
 - **_ Temporary Protected Status**
 - _ T visa
 - _ U visa
 - **_ VAWA**
 - _ VAWA Cancellation
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- **Per our contract, POC will perform comprehensive immigration legal screenings and provide advice to no less than 50 individuals.**
 - **POC will accept no less than 30 cases for representation as evidenced by a retainer signed by client(s) and POC legal representative.**