



LEGAL ADVOCATE POSITIONS

Unaccompanied Children Program in Granger, Tacoma, and Wenatchee, WA

Violence Against Women Act (VAWA) Unit in Seattle, WA

Legal Orientation Program in Tacoma, WA

Full Time, Non-Exempt

<https://nwirp.org/join/jobs-internships/>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks full time **bilingual legal advocates** to provide community outreach, education, and assist in providing direct representation to immigrant community members in Washington State. The applicants must be fluent in English and another language, and must be able to start the position as soon as possible.

The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch. Under NWIRP’s current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption) and must wear a face mask while in all common areas at the job location. At the time of this posting, NWIRP staff is operating mostly remotely but some in-office work will be expected of this position. Once current pandemic restrictions are lifted, the positions are anticipated to be eligible for a choice of hybrid or in-person work models. A minimum two-year commitment to the position is preferred.

Unaccompanied Children Program (UCP)

NWIRP is looking for English and **Spanish-speaking legal advocates** to be placed in NWIRP’s Granger, Tacoma, and Wenatchee offices.

As a legal advocate in the Unaccompanied Children Program, you will help provide legal assistance and advocacy under attorney supervision to unaccompanied children and youth facing removal (deportation) proceedings. In addition to working on the cases of NWIRP’s children and youth clients in immigration court, this position will also involve supporting attorneys in representing clients in applying for various forms of immigration protection, including Special Immigrant Juvenile Status (SIJS), asylum, self-petitions under VAWA, U visas, T visas, and adjustment of status before U.S. Citizenship and Immigration Services (USCIS), and in state court proceedings in order to obtain predicate SIJS findings for eligible clients. The legal advocate may also be assigned work relating to other immigration matters.

Violence Against Women Act (VAWA) Unit in Seattle, WA

NWIRP is looking for a **bilingual legal advocate** to be placed in the VAWA Unit in NWIRP’s Seattle office. English and Spanish-speaking candidates are preferred, but we will consider other bilingual candidates. Additional languages spoken are a plus.

As a legal advocate in the VAWA Unit, you will provide legal assistance and advocacy under the supervision of attorneys to immigrant survivors of crimes pursuing immigration protections involving U and T visa petitions, VAWA self-petitions, adjustment of status applications, and other forms of immigration relief before USCIS and immigration court. The legal advocate may also be assigned work

relating to other immigration matters.

Legal Orientation Program (LOP) in Tacoma, WA

NWIRP is looking for an English and **Spanish-speaking legal advocate** to be placed in the Legal Orientation Program in NWIRP's Tacoma office.

As a legal advocate in the Legal Orientation Program, you will provide legal services, under attorney supervision, to persons detained at the Northwest Detention Center in Tacoma, WA, a regional immigration detention facility in which immigration officials detain up to 1,575 community members. Through the LOP, NWIRP staff give detained individuals essential information about court procedures and available options for legal relief prior to their immigration hearing. The LOP consists of four primary components: (1) group orientations; (2) individual sessions; (3) self-help training in the form of pro se workshops; and (4) referral of cases to pro bono attorneys. Information about the LOP can be found at the Department of Justice website (<http://www.justice.gov/eoir/probono/probono.htm>) and the Vera Institute website (<https://www.vera.org/projects/legal-orientation-program>).

The legal advocate will also support in direct representation to detained persons in removal proceedings, including representation at the Tacoma or Seattle Immigration Courts, the Board of Immigration Appeals and the Ninth Circuit court of appeals. A valid driver's license will be required to travel to the detention center. The position may involve evening and weekend work hours.

BENEFITS AND COMPENSATION:

Beginning annual salary is \$56,214.00 (\$30.89 per hour) and is higher depending on years of directly relevant experience. For example, if you have 10 years of directly relevant experience the annual compensation would be \$67,677.09 (\$37.19 per hour); 20 years = \$78,812.00 (\$43.30 per hour).

NWIRP is proud to be a unionized employer and this full time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Employer contribution of 3% of salary to 403(b) retirement plan
- Generous paid health-related leave and vacation (16 days during your first year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with state paid leave
- 14 paid Holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- 4 weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org.

RESPONSIBILITIES:

All legal advocates are expected to:

- Under attorney supervision:
 - Conduct intakes, by phone and in person, and interview children and youth to gather or clarify information;
 - Assist in conducting case analysis to determine eligibility for immigration protections/status under the immigration laws;
 - Assist in providing consultations and direct representation, preparing and submitting immigration forms and supporting documents to immigration courts, U.S. Citizenship and Immigration Services (USCIS), or other immigration agencies;
 - Provide *pro se* assistance;
- Work directly with community partners to receive referrals and connect clients to appropriate resources;
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
- Establish, organize and maintain files up to date;
- Translate documents;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking trainings and other duties in a timely manner;
- Participate in NWIRP's outreach, community education and development efforts; and
- Perform other tasks and responsibilities assigned by supervisory staff depending upon NWIRP's needs.

Specific to Unaccompanied Children Program (UCP)

- Perform data entry regarding the services provided to children and youth, including the preparation of monthly status reports.

Specific to Violence Against Women Act (VAWA) Unit

- Coordinate unit intakes
- Work directly with NWIRP's DVSA community partner agencies, as assigned, to conduct intakes and assist in providing representation or *pro se* assistance;
- Search for and retrieve public and private records such as police reports, birth certificates or criminal histories;
- Assist in referrals to other community partner agencies;
- Maintain case waitlist, document control, tracking and tracing, review case files; and
- Prepare cases and files for referral to *pro bono* attorneys.

Specific to Legal Orientation Program (LOP)

- Conduct presentations in Spanish and English to persons detained at the immigration detention center in Tacoma, WA (due to COVID, all operations are currently remote);
- Conduct intakes in one-on-one sessions with detained individuals under the supervision of staff attorneys;
- Conduct self-help workshops for unrepresented detained individuals seeking relief from removal;
- Assist in maintenance of the schedule for daily detention center visits, record phone and email messages regarding detained individuals to be seen, and provide other administrative support for the LOP program, including creating information packets, maintaining files, etc.; and
- Perform data entry regarding the services provided at the detention center, including the preparation of monthly status reports.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper. Occasional work on night and weekend hours. Travel may be required. Travel reimbursements apply.

Emotional demands: While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited to, discrimination; child abuse, neglect, abandonment; domestic abuse; sexual assault; human trafficking; violence, and psychological trauma. Working in a detention center environment (especially for LOP).

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#);
- Fluent in English **and a second language** (see specific needs above) (additional languages are encouraged);
- Familiarity working with interpreters;
- Demonstrated interest in advocating for youth (previous work experience working with children and youth is preferred), if applying for a UCP position;
- Prior experience working with survivors of domestic violence or sexual assault is preferred, if applying for the VAWA Unit position;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Excellent written and oral communication skills and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Ability to assist in the provision of trauma-informed and culturally inclusive legal representation;
- Ability to work independently (with competing deadlines) as well as in a team environment;
- Have a strong sense of judgment and decision making;
- Strong organizational skills;
- Previous work with remote legal assistance is encouraged;
- Proficiency in use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms; Familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; and
- The applicant must have a valid driver's license as each position involves some travel.

REPORTS TO:

Supervising Attorney

TO APPLY:

You will need to upload a single file document including your cover letter, resume, and list of 3 references via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, please indicate the position(s) and NWIRP locations you would like to be considered for, and describe 1) how your lived or work experience make you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to providing legal advocacy to immigrant client populations. Full consideration will be given to those who **apply by May 12, 2022**, but applications will be accepted on a rolling basis until the positions are filled.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal

representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 120 and an annual budget of over \$15 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.