



RAICES

Refugee and Immigrant Center for
Education and Legal Services

**POSITION AVAILABLE:
EQUAL JUSTICE WORKS JUSTICE AMERICORPS PARALEGAL
SAN ANTONIO, TEXAS OFFICE**

RAICES Children's Program: RAICES' largest program provides free legal information, referrals and direct representation for unaccompanied children in the custody of the Office of Refugee Resettlement (ORR) and children that have been released from custody who are living in the community. Given our proximity to the U.S. Mexico border, our Children's Program provides services to thousands of children each year.

Position Summary: The justice AmeriCorps (jAC) paralegal will be one of the lawyers and paralegals working throughout the United States to provide representation to unaccompanied immigrant children, as part of the justice AmeriCorps program. The paralegal will be responsible for assisting in the provision of direct legal representation in immigration and related proceedings for unaccompanied immigrant children aged 15 and under. Paralegals will conduct thorough intakes of child clients and assist in providing legal representation in immigration proceedings, including in cases involving asylum, Special Immigrant Juvenile Status, and other forms of relief.

Paralegal must begin service no later than October 1, 2016, and be available for a week-long national training in Washington, D.C. in January 2017.

The term of service is one year, with a strong possibility of renewal for a second year.

Responsibilities and Duties:

- Conduct outreach activities for dissemination of information about the jAC program;
- Conduct thorough intakes to ascertain potentiality of immigration relief;
- Assist in providing representation in immigration proceedings, including asylum and Special Immigrant Juvenile Status applications, by conducting and summarizing interviews, obtaining and reviewing case files, conducting legal research, writing memos, and preparing case files and court exhibits;
- Provide interpretation for clients at interviews and hearings, as needed;
- Screen clients for trauma, abuse, and trafficking;
- Make referrals to additional services as appropriate;
- Assume general administrative responsibilities, including grant compliance, data collection timekeeping, case management, and other tasks related to AmeriCorps and Equal Justice Works program compliance.

Qualifications:

- Bachelor's or equivalent degree

- Strong writing, research, and organizational skills
- Spanish language fluency
- Experience in immigration, family law, or working with children (preferred)

Terms & Conditions:

- Travel is required and applicant must possess his or her own vehicle;
- AmeriCorps Living Allowance of \$24,200;
- Supplemental benefits for housing, student loans, professional dues, and relocation expenses up to \$8,400.

Other Benefits and Professional Opportunities:

- Eligibility to place all qualified student loans into forbearance and receive an interest accrual payment at the end of service;
- \$5,730 Segal Education Award upon successful completion of one year of service;
- Participation in a week-long national training program on representing unaccompanied immigrant children in Washington, D.C. from November 30, 2015 - December 4, 2015;
- Child care assistance (through CNCS-approved vendor if income-eligible);
- Fully paid health insurance.

This position requires completion of National Sex Offender Public Website (NSOPW), State and FBI Fingerprint-based criminal background checks, as well as compliance with Corporation for National and Community Service regulations. Note that presence on the National Sex Offender Public Website is a bar to service. Other criminal history does not necessarily disqualify you for service. Each will be decided on a case by case basis.

To Apply: Send cover letter, resume, writing sample, and references to apply@raicestexas.org. Please indicate "EJW jAC Paralegal - Austin" in the subject line. For more information about RAICES: <https://www.raicestexas.org/>

RAICES is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.