PARALEGAL POSITION FOR DETENTION WORK

The Immigration Project (serving Central and Southern Illinois) is accepting applications for the position of a Paralegal to work within our new Children in Detention Program.

Position: Paralegal  
Agency: The Immigration Project  
Location: Champaign, IL  
Date Posted: 04/12/2021, Application Open Until Position Filled  
Job Type: Legal Position  
Schedule: Long-term, full-time, Grant dependent  
Practice Areas: Immigration and Refugee

Agency Information:
The Immigration Project is a small, dynamic, immigration legal aid organization located in Normal, Illinois with a satellite office in Champaign, Illinois. The agency is the largest non-profit immigration legal services agency located in downstate Illinois with immigration attorneys on staff. Serving clients in 86 counties outside of the Chicago/Cook County area, The Immigration Project has an impact on communities across central and southern Illinois. More information on the organization can be found at http://www.immigrationproject.org.

The Children in Detention Program is new to The Immigration Project as a detention center specializing in the placement of unaccompanied children opened in April 2021. Although The Immigration Project does not support the detainment of children, it is our priority to ensure that every child in detention receives high quality legal representation to assist them in their immigration journey. This new Program will require staff to be present consistently within the detention center to meet with the children, provide Know Your Rights, give legal screenings, represent children in immigration court, and/or file for immigration relief for the children (and their families) when deemed necessary. The Paralegal’s role is crucial to the success of the program. The Paralegal will be the main contact and daily known face of our organization to the children and detention center workers. The Paralegal will be giving Know Your Rights presentations as well as gathering information necessary to access a child’s legal rights. It is crucial that the Paralegal is detail oriented and personable to ensure every child gets the representation they need while in detention. Once released, the Paralegal will assist on direct representation cases for children released in our service area by assisting in preparing forms and other needs of the representation.

Duties:

- Provide numerous Know Your Rights presentations to the children in the detention center.
- Gather information for consultations to children in the detention center within 10 days of a child being placed in the detention center.
- Support legal representatives by communicating with clients, preparing forms and supplemental documents, filing cases, and responding to post-filing requests from clients and notices from governmental agencies.
- Maintain a caseload of affirmative and defensive cases of the children and their families under the supervision and mentorship of the Managing Attorney and/or Legal Director.
● Provide administrative support to maintain reporting and case management systems as required by internal policies and grant requirements.
● Possibly coordinate and engage with other community groups and volunteers who are assisting with the Program.
● In accord with the ethical standards required of the legal profession, the Code of Professional Responsibility, preserve client confidentiality, account for client monies and avoid conflicts of interest.
● Other job duties may be assigned.

Qualifications

● Bachelors and/or Associates Degree Preferred
● Fluent Spanish is required under the grant. Please indicate in resume or cover letter level of Spanish fluency and years of Spanish language experience.
● Ability to take and pass various background checks to meet grant requirements
● Previous experience working with immigrant communities, indigenous communities, children, victims of domestic violence, low-income individuals, and/or removal defense preferred.
● Computer and internet skills required.
● Ability and willingness to travel throughout Illinois regularly is required.
● A two-year commitment to the position is desired.
● Demonstrated ability to serve clients in a professional, welcoming, and efficient manner.
● Strong organizational ability; attention to detail and accuracy, and demonstrated ability to learn technical and legal information.
● Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a cooperative, friendly, and helpful attitude with clients and co-workers.

Salary: $32,000/year (this is subject to final budgeting approval by Vera Institute and our Board of Directors); Generous benefits package including flex time, vacation, personal, and sick days, full medical insurance and contributions to Health Savings Account, optional participation in dental and vision insurance. Retirement benefits available after two years.

Application Instructions:

Please email a letter of interest, resume, and references to:
Executive Director Charlotte Alvarez, Esq.
calvarez@immigrationproject.org

Application Deadline: Rolling basis until position filled

The Immigration Project is an equal opportunity employer.