



## Position Description

<b>Position/Title:</b>	<b>Western Pennsylvania Staff Attorney, Community Programs and Removal Defense Programs</b>
<b>Status:</b>	Full-time; exempt
<b>Salary Range:</b>	\$51,000<\$55,000>\$59,000

**Position Description:** The Western Pennsylvania Staff Attorney will be a hybrid role working 50% with PIRC's Immigrant Survivors Project and 50% with PIRC's Removal Defense Programs. Approximately half of the Staff Attorney's time will be spent providing immigration legal assistance, direct representation, education, and outreach to immigrant survivors of domestic violence, sexual assault, and human trafficking throughout the commonwealth to ensure their access to critical restorative victim services. Approximately half of the Staff Attorney's time will be spent providing Legal Orientation Program (LOP) services to detained immigrants facing deportation.

### Job Purpose and Activities:

- Conducts legal intakes and screenings of prospective clients for representation.
- Represents a case load of clients who are survivors of domestic violence, sexual assault, and human trafficking leveraging the protections allowed in law through VAWA, T-Visas, U-Visas, and related forms of immigration relief.
- Provides non-representational legal orientation services under the Legal Orientation Program (LOP) to detained noncitizens seeking to self-represent before immigration courts or the Board of Immigration Appeals. Services include group classes similar to Know-Your-Rights presentations on court procedure and potential defenses against deportation, tailored individual orientations, and *pro se* workshops.
- Works with program coordinators to ensure all client data is properly recorded and entered into appropriate case management programs and databases.
- Competently and ethically represents clients before government agencies with the supervision of a Supervising Attorney and a Managing Attorney.
- Works with Supervising Attorney and Managing Attorneys to maintain and navigate relationships with governmental agencies, nonprofit legal service providers, community-based organizations, and other stakeholders, particularly those based out of Pittsburgh, PA.
- Provides referrals for other community resources and benefits, as needed.
- Provides information to survivors about victim rights, victim compensation benefits, and the criminal justice system.
- Conducts outreach through participation in relevant community, task force, and stakeholder meetings.
- Adheres to contract and grant requirements as outlined by Managing Attorneys and Executive Director.
- Other tasks as assigned.

### Qualifications and Experience:

- Law degree and licensed to practice law or pending application before the bar of any state in the U.S. required.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and

- public interest law strongly preferred.
- Fluency in Spanish, both written and verbal, required. Other language skills beneficial.
- Ability to be flexible and adapt to new needs and requirements as program needs adapt and change.
- Excellent research, writing, and oral advocacy skills.
- Effective communication and interpersonal skills.
- Well-organized and able to work well independently and collaboratively under pressure.
- Willingness to help develop and improve efficiencies in programs and the organization.
- Keen sense of personal initiative and ability to manage multiple tasks without extensive supervision.
- Ability to travel as needed to provide statewide services.

**Other:**

- Regional travel will be required as ISP provides a mobile law office model of service delivery, and Removal Defense Programs travel to detention sites such as Moshannon Valley Processing Center (Philipsburg, PA) on occasion.
- Reasonable accommodations may be made to enable individual with disabilities to perform the job purpose and activities outlined above.
- Must successfully pass FBI and Child Abuse Clearance background checks.

**Physical Requirements:** *The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Employee is regularly required to talk or hear. The employee is frequently in a sedentary, seated position however this position would require the ability to lift files, open filing cabinets and bend, as necessary. Employee uses hands to finger, handle or feel; and reach with hands and arms.
- Employee is required to have close visual acuity to perform activities such as preparing and analyzing data, viewing a computer terminal and extensive reading.
- Employee is not substantially exposed to adverse environmental conditions.

**To Apply:** Please send a cover letter, résumé and three references to Whitney Phelps, Managing Attorney for Community Programs ([wphelps@pirclaw.org](mailto:wphelps@pirclaw.org)) and Ryan Brunsink, Managing Attorney for Removal Defense Programs ([rbrunsink@pirclaw.org](mailto:rbrunsink@pirclaw.org)). Applications will be accepted on a rolling basis until the position is filled. The Hiring Committee will begin screening resumes upon receipt.

*PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, citizenship or any other consideration prohibited by law.*