



Position/Title: DOJ Accredited Representative, Legal Orientation Program

Status: Full-time; exempt

Reports to: LOP Manager, Removal Defense Programs

Salary Range: \$48,000 - \$52,000

Position Description: A Department of Justice Accredited Representative under PIRC's Legal Orientation Program will provide legal orientation services, including general orientations, pro se workshops, and individual orientations to individuals detained and facing removal proceedings before immigration courts and the Board of Immigration Appeals (BIA). This position is a member of PIRC's Removal Defense Programs.

Job Purpose and Activities:

- Provides legal orientation program (LOP) services in person and remotely at Moshannon Valley Processing Center (MVPC) and Clinton County Correctional Facility, including group presentations about rights, processes, and potential defenses against removal in immigration court.
- Conducts individual orientations for individuals with additional questions or concerns, providing more targeted information and guidance.
- Analyzes case options for LOP participants under appropriate legal supervision.
- Recommends individuals for pro bono referral that meet representational criteria based on either residence (Universal Representation programs) or particular vulnerabilities (e.g. mental health/medical disability, victims of persecution or torture, illiteracy or language access challenges).
- Corresponds with LOP participants and/or LOP participants' loved ones about legal options, pertinent follow-up information, or referrals, by phone or in writing.
- Provides limited pro se assistance in the form of translations and evidence gathering for LOP participants requesting further assistance.
- Maintains complete and accurate LOP data, recording services to be entered in database by the LOP Coordinator.
- Participates as team member in Removal Defense Programs, providing support and assistance to colleagues as appropriate.
- Maintains and cultivates relationships with program partners, governmental agencies, nonprofit providers, and other stakeholders.
- Maintains LOP participant confidence and protects operations by keeping information confidential.

Other:

- Regional travel required to provide legal orientation services, including overnight.
- Adheres to contract and grant requirements as outlined by Managing Attorney and Executive Director.

- Performs in accordance with PIRC's Core Values of integrity, adaptability, innovation, empowerment, collaboration and diversity.
- Abides by all policies and procedures established by PIRC.
- Other tasks as assigned.

Qualifications and Experience:

Required

- DOJ Partial or Full Accreditation.
- Effective communication skills, both written and oral. Ability to communicate with people from different racial, ethnic, cultural, and socioeconomic backgrounds.
- Ethic of serving clients with compassion.
- Passionate about working with detained individuals navigating complex immigration proceedings. Inquisitive and investigative.
- Sense of personal initiative and ability to work independently with appropriate guidance and supervision.
- Ability to balance competing priorities and communicate as priorities shift. Ability to meet deadlines.
- Must be flexible and adaptable.
- Commitment to PIRC's mission, immigration advocacy, and legal services.
- Fluency (reading/writing/speaking) in Spanish and/or other language.

Preferred

- 1+ years working with detained individuals or on removal defense matters.

Other:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the job purpose and activities outlined above.
- Must successfully pass NCIC, FBI, and State Criminal and Child Abuse Clearance background checks.

Physical Requirements: *The physical requirements described are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.*

- Employee is regularly required to communicate with others in writing or orally. 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 examining data, viewing a computer terminal, and extensive reading.
- Employee is not substantially exposed to adverse environmental conditions.
- Reasonable accommodations may be made to enable individuals with disabilities

to perform the job purpose and activities outlined above.

To Apply: Please send a cover letter, résumé and three references to Ryan Brunsink, Managing Attorney for Removal Defense Programs, at rbrunsink@pirclaw.org or to PIRC, Attn: R. Brunsink, P.O. Box 20339, York PA 17402.

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.