

Title: Detained Adult Program Senior Attorney  
Reports To: Managing Attorney  
Pay: Starting at \$84,000 annually, commensurate with experience  
Office Hours: Monday through Friday, 8:30am – 5:00pm

GHIRP has outstanding benefits including medical and dental insurance, retirement, long term disability leave, life insurance, and paid time off.

#### Description

GHIRP is an immigration legal services organization with 501(c)(3) status that officially launched in October 2020. Our mission is to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time, bilingual senior attorney to work in our Detained Adult program providing representation to individuals in the Houston area and enhancing GHIRP's *pro se* services, prioritizing detained individuals.

Detention levels are at an all-time high in the Houston area due to the current enforcement climate. Our four Houston-area facilities are frequently at or near capacity, and individuals are lingering in detention, often with no hope of release prior to a decision on their case. The Senior Attorney will have broad latitude in accepting cases to protect the most vulnerable in detention. Representation will include litigating complex and interesting cases in immigration court, including cases that involve asylum, cancellation of removal, creative arguments against removability, and the intersection of criminal and immigration law. The Senior Attorney will also spearhead GHIRP's efforts to enhance our *pro se* services and materials targeting detained individuals. The Senior Attorney should be highly motivated and capable of working in a dynamic, fast-paced environment, where collaboration is key. The attorney should be flexible, communicative, and open to new ideas. The ideal applicant will have a strong commitment to public interest law and to the empowerment of immigrant communities.

#### Duties/Responsibilities

- Provide representation and advocacy to individuals before the EOIR immigration courts, the Board of Immigration Appeals, federal courts, US Citizenship and Immigration Services, and other immigration agencies.
- Provide culturally competent representation to individuals with severe mental disabilities.
- Provide consultations and screen immigrants in detention to assess immigration relief.
- Develop *pro se* materials and resources for individuals in detention.
- Monitor detention conditions and access to counsel issues.
- Organize and maintain client files and data for reporting purposes.
- Ensure that reports to funders are timely and accurately submitted.
- Coordinate client services with social services coordinators, managing attorney, legal assistants and legal interns.
- Provide supervision and mentorship to a small team of legal professionals.
- Participate in regular peer and supervisor review meetings and legal trainings.
- Work collaboratively as part of a cohort to increase access to due process for clients.
- Participate as needed in GHIRP's community initiatives such as Friend of Court, Know Your Rights presentations, consultation days, and *pro se* workshops.
- Engage with stakeholders, including legal community, funders, and public officials.
- Provide mentorship and trainings in order to recruit and train *pro bono* attorneys.
- Perform all other duties as needed and/or as directed by supervisor.

### Requirements

- J.D. from ABA certified law school or international equivalent.
- A current state bar membership in good standing.
- Fluency in Spanish and English.
- At least three years' experience representing clients in immigration matters, preferably in removal defense and experience appearing in Individual Hearings in immigration court. Law school experience will be considered.
- One to two years of prior experience as a supervisor is preferred.
- Advanced legal research and writing skills, excellent organizational skills.
- Candidate must demonstrate strong communication skills, client interviewing abilities, and an appreciation of multicultural experiences. Familiarity with mental disabilities is a plus.
- Self-motivated, detailed oriented, and able to prioritize assignments and high workload.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Texas Driver License; clean driving record; own vehicle; applicable auto insurance.
- Candidate must be willing to drive regularly to area detention centers located 45 minutes to 1.5 hours from the office.

**How to apply:** Position is open until filled. Applicants should send their Cover Letter and Resume to Liz Hoefer at [lizh@ghirp.org](mailto:lizh@ghirp.org).