

Title: Family Law Staff Attorney, Immigrant Children & Youth (ICY) Program
Reports To: Senior Staff Attorney; Managing Attorney
Salary: Starts at \$75,000 annually, commensurate with experience
Office Hours: Monday through Friday, 8:30 am – 5:00 pm

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

Description

GHIRP is an immigration legal services organization with 501(c)(3) status that launched in October 2020 with a mission to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a family law staff attorney to provide high-quality legal services to children eligible for Special Immigrant Juvenile status in family and juvenile courts in the Houston area.

Duties /Responsibilities

- Provide child-friendly and trauma-informed legal services for unaccompanied minors and immigrant youth, including providing Know Your Rights (KYR) presentations, individual screenings, pro se assistance, referrals, and direct legal representation.
- Represent children eligible for Special Immigrant Juvenile status and their caregivers in family and juvenile courts in Harris, Galveston Montgomery, Fort Bend, Jefferson and surrounding counties.
- Prepare and file applications for legal relief, and represent clients before U.S. Citizenship and Immigration Services (USCIS), the Executive Office for Immigration Review (EOIR), U.S. Immigration and Customs Enforcement (ICE), and related entities.
- Manage a full caseload with complex immigration issues.
- Coordinate the provision of holistic client services with paralegals, social services coordinators, pro bono attorneys, interns, and volunteers.
- Ensure contract compliance, including helping prepare funder reports and ensuring that data is entered accurately and timely as required.
- Participate in working groups, trainings, calls, and meetings with technical assistance providers to stay up-to-date with new legal and programmatic developments.
- Collaborate with other agencies, stakeholders, and service providers to procure client services and network with like-minded organizations.
- Participate in regular peer and supervisor review meetings and internal legal trainings.
- Participate as needed in GHIRP's community initiatives such as Friend of Court, Know Your Rights presentations, consultation days, and pro se workshops.
- Support special events and donation drives, as needed.
- Perform all other duties as needed and/or as directed by supervisor.

Requirements

- J.D. from ABA certified law school or international equivalent.
- Current Texas bar membership in good standing.

- Proficiency in Spanish preferred but not required.
- Advanced legal research and writing skills, excellent organizational skills.
- Self-motivated and able to work in a fast-paced environment, under pressure, with a large volume of clients, cases, and data.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Strong communication skills, including trauma-informed and child-friendly interviewing abilities, and an appreciation of multicultural experiences.
- Texas Driver's License; clean driving record; own vehicle; applicable auto insurance.
- Able to pass federal and statewide background checks and submit to drug testing upon hire.

How to Apply: Applicants should send their Cover Letter and Resume to AlexaS@ghirp.org.