

Title: Senior Staff Attorney, Immigrant Children and Youth (ICY) Program

Reports To: Managing Attorney

Pay: Starts at \$84,000 annually

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, 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 senior attorney to provide high-quality legal services to children and youth in immigration-related matters in the Houston and Galveston areas. The applicant must be fluent in English and Spanish.

Duties /Responsibilities

- Provide child-friendly, trauma-informed, and culturally competent legal services to children and youth who have been designated as unaccompanied minors, including Know Your Rights (KYR) presentations, individual screenings, pro se assistance, and referrals.
- Manage a full caseload of direct representation clients with complex immigration issues.
- Prepare and file applications for legal relief and represent clients before U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), the Executive Office for Immigration Review (EOIR), the Board of Immigration Appeals (BIA), Texas state courts, and related entities.
- Coordinate the provision of holistic client services with paralegals, social services coordinators, pro bono attorneys, interns, and volunteers.
- Work closely with external stakeholders at HHS/ORR facilities to maintain a positive working relationship and ensure that detained children's needs are being met.
- Assist in the recruitment, training, and supervision of staff attorneys, legal assistants, social services coordinators, legal volunteers, and interns.
- Serve as a team leader who contributes to a collaborative culture for the Immigrant Children and Youth (ICY) department and GHIRP as a whole.
- Ensure contract compliance, including helping prepare funder reports and assuring accurate and timely data entry.
- Participate in trainings, calls, and meetings with funders and 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.
- Recruit, train, and mentor pro bono attorneys.
- 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 GHIRP 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.
- Fluent in Spanish and English.
- Five or more years of experience practicing law.
- At least three years of experience representing clients in immigration matters, including experience practicing SAPCR, family, or guardianship cases in Texas state courts; preparing affirmative asylum applications and representing clients in USCIS interviews; drafting substantive motions/filings; and appearing at Individual Hearings in Immigration Court. Law school experience will be considered.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Self-motivated and able to work in a fast-paced environment with a high volume of clients, cases, and data.
- Advanced legal research and writing skills, excellent organizational skills.
- Strong communication skills, including trauma-informed and child-friendly interviewing abilities, and an appreciation of multicultural experiences/
- Personal integrity in handling ethically complex and confidential situations.
- 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.