

Title: Detained Adult Program Staff Attorney  
Reports To: Senior Staff Attorney; Managing Attorney  
Pay: Starting at \$75,000 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 attorney to work in our Detained Adult program providing representation to individuals detained in the Houston area.

GHIRP is seeking a full-time, bilingual attorney to work in our Detained Adult Program providing representation to individuals detained in the Houston area. The Staff Attorney will provide high quality immigration legal services to detained immigrants at the four Houston area detention facilities: IAH Adult Detention Facility (Livingston, TX), Montgomery Processing Center (Conroe, TX), Joe Corley Detention Facility (Conroe, TX) and Houston Contract Detention Facility (Houston, TX). 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 staff 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 representation under a Universal Representation Model, which includes continuing representation post-release.
- Provide legal representation under the National Qualified Representatives Program (NQR) to detained individuals with mental disabilities who are unable to represent themselves in immigration court.
- 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.

- 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
- 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
- One to two years experience in immigration law is preferred, preferably in removal defense. Law school experience will be considered.
- 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).