



STAFF ATTORNEY POSITION
Legal Orientation Program Unit
Tacoma, WA
Full Time, Exempt

<https://nwirp.org/join/jobs-internships/>

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 120 and an annual budget of over \$15 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma, and Wenatchee), but the impact of our work is felt nationwide.

Legal Orientation Program Unit in Tacoma, WA

The Legal Orientation Program Unit (LOP Unit) is one of two units in NWIRP's Tacoma office providing direct legal services to people detained in the Northwest ICE Processing Center. Immigration officials detain up to 1,575 community members at this Tacoma, WA regional immigration detention facility. Through the formal LOP, NWIRP staff give detained individuals essential information about court procedures and available options for legal relief prior to their immigration hearing. The program consists of four primary components: (1) group orientations; (2) individual sessions; (3) self-help training in the form of pro se workshops; and (4) case referrals to pro bono attorneys. Information about the LOP can be found at: <https://www.justice.gov/eoir/legal-orientation-program>. Outside of the formal LOP, staff attorneys provide direct representation to detained community members in their removal proceedings and before the immigration agency.

SUMMARY:

NWIRP seeks a full-time English and **Spanish-speaking staff attorney** to join the LOP Unit in our Tacoma, Washington office. The selected candidate must be able to start the position as soon as possible, but with a strong preference for no later than early January 2023.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption) and must wear a face mask while in all common areas at the job location. The position is expected to have a hybrid model of work, with an expected two days in the office per week. LOP staff are also expected to provide regular in-person services at the Northwest ICE Processing Center. A minimum two-year commitment to the position is preferred.

As a staff attorney, you will provide pro se assistance and community education to detained individuals via the formal LOP (described in more detail above) and direct representation to detained community members in removal proceedings, including representation at the Tacoma or Seattle immigration courts, the Board of Immigration Appeals and the Ninth Circuit Court of Appeals. Between LOP and direct representation work, the staff attorney will be managing a high-volume workload with complex legal issues in immigration and criminal law.

As this position is expected to travel to the Northwest ICE Processing Center, the immigration courts in Tacoma or Seattle, and occasionally to USCIS offices in Seattle, Spokane or Yakima in Washington State, a valid driver's license will be required. The position may involve evening and weekend work hours.

BENEFITS AND COMPENSATION:

The beginning annual salary for licensed attorneys with no prior experience is \$72,490.34 and is higher for attorneys with specific types of experience. For example, for someone with 10 years of qualifying experience, the annual salary would be \$95,302; 20 years = \$110,948.

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement (CBA). NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee-level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Employer contribution of 3% of salary to 403(b) retirement plan
- Paid health-related leave (12 days per year)
- Generous paid vacation (16 days during your first year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with state paid leave
- 14 paid holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- 4 weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time
- Opportunities for paid professional development
- Relocation bonus and reimbursement for eligible new employees, per NWIRP's CBA

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org.

RESPONSIBILITIES:

All staff attorneys are expected to:

- Provide direct representation to individuals in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal legal system;
- Establish, organize, and maintain files up to date;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking training, and other duties in a timely manner;
- Participate in NWIRP's outreach, community education, and development efforts; and
- Conduct presentations, workshops and consultations in Spanish and English to persons detained at the immigration detention center in Tacoma, WA;
- Conduct self-help workshops for unrepresented people seeking relief from removal; and
- Communicate regularly with stakeholders from Immigration and Customs Enforcement, the Tacoma Immigration Court, and Geo Group (private contractor for the facility); and
- Perform other tasks and responsibilities assigned by supervisory staff depending upon NWIRP's needs.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen, and paper. Occasional work on night and weekend hours. Travel may be required. Travel reimbursements apply.

Emotional demands: While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited to, discrimination; child abuse, neglect, abandonment; domestic abuse; violence, and psychological trauma. Working in a detention center environment.

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the practice of law in a U.S. State (or having passed a State Bar and are awaiting admission);
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#);
- Fluent in English **and Spanish**;
- Familiarity working with interpreters;
- Demonstrated interest in advocating for people in detained settings;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Prior experience working with survivors of domestic violence or sexual assault is preferred;
- Previous work with remote legal assistance is preferred;
- Special consideration will be given to attorneys with at least two years of prior relevant legal experience;
- Have a strong sense of judgment and decision-making;
- Strong organizational skills;
- Ability to work independently as well as in a team environment;
- Flexibility and ability to adapt to rapidly changing work conditions;
- Proficiency in use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms; Familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; and
- The applicant must have a valid driver's license as the position involves some travel.

REPORTS TO:

Supervising Attorney

TO APPLY:

You will need to upload a single file document including your cover letter, resume, and list of 3 references via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, please indicate the position(s) and locations you would like to be considered for, and describe 1) how your lived or work experience make you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to providing legal advocacy to immigrant client populations in immigration detention. Full consideration will be given to those who **apply by December 12, 2022**, but applications will be accepted on a rolling basis until the positions are filled.