



CASA CORNELIA  
LAW CENTER

**Position Description: Legal Assistant, Children's Program**

**The Firm:**

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations. The Law Center's primary commitment is to the indigent within the immigrant community in Southern California. Our legal services include representation to those in removal proceedings and those seeking affirmative immigration relief. Our clients are asylum seekers, migrant children, and immigrant victims of domestic violence, human trafficking, and other serious crimes. CCLC provides *pro bono* representation through its staff and the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

**The Program:**

Through the Children's Program, CCLC is dedicated to representing minor and youth clients who lack lawful immigration status in the United States. The program represents all unaccompanied children who are detained in the custody of the Department of Health and Human Services in San Diego and Imperial Counties. The program also represents many unaccompanied children formerly in government custody that now reside in San Diego County and other immigrant youth who have never been apprehended by immigration authorities. Clients represented by the Children's Program are most commonly eligible for asylum and special immigrant juvenile status but may also be eligible for citizenship, some non-immigrant visas, other forms of relief from removal, or voluntary departure.

**The Position:**

The Legal Assistant, Children's Program, is a non-attorney professional serving within the Children's Program that provides general administrative support to the program staff and volunteer attorneys in their representation of program clients. The Children's Program serves both detained and non-detained children, and the Legal Assistant, Children's Program, will be assigned to primarily assist with either detained or non-detained children's cases. *The current opening is for a legal assistant assigned primarily to working on cases of detained children.*

**Appointment and Accountability:**

The Legal Assistant, Children's Program, is hired by the Executive Director and is accountable to the Managing Attorney of the Children's Program.

**Primary responsibilities:**

The Legal Assistant, Children's Program, will discharge the responsibilities of the position by:

- a) ensuring that individual clients are treated with dignity;
- b) recognizing the vulnerability of the immigrant population, especially those in proceedings or detention, and accommodating for cultural diversity;
- c) providing general administrative support to the Children's Program staff and volunteers;
- d) implementing firm processes to address the needs of the client population;



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- e) giving Know Your Rights presentations to detained children;
- f) scheduling and coordinating legal screenings and screening clinics;
- g) communicating with case managers and sponsors to coordinate attorney meetings and other necessary follow-up;
- h) recording all services provided to clients in required databases and client files;
- i) assisting in the collection and compilation of evidence;
- j) tracking applications for services throughout the intake and application process;
- k) preparing case summaries and making referrals to other organizations as appropriate;
- l) assisting staff and volunteers in the preparation of legal filings;
- m) assisting in case file and database maintenance;
- n) assisting in the collection of program data;
- o) participating in legal and community outreach to further positive collaboration and good will towards Casa Cornelia; and,
- p) assuming responsibility for other tasks as assigned by the Managing Attorney for the Children's Program; Associate Attorneys for the Children's Program; and the Legal Director.

**Qualifications:**

The following are required for appointment as the Legal Assistant, Children's Program:

- a) A commitment to social justice and the mission of CCLC;
- b) A bachelor's degree from an accredited university or an associate's degree and two years of relevant professional experience;
- c) Oral and written fluency in English and Spanish;
- d) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- e) A demonstrated commitment to serving indigent populations.

Candidates for the position of Legal Assistant, Children's Program, with the following additional qualifications will be given priority:

- a) A paralegal certificate;
- b) Prior experience working in a law firm;
- c) Prior experience in the immigration law field;
- d) Fluency in additional languages frequently spoken by CCLC clients; and,
- e) Experience working in a not-for-profit organization.

This is a full-time, in-person position. The hourly pay range for the position is \$21.42/hour - \$24.48/hour based upon education, experience, and other standardized criteria. This position is eligible for benefits including medical, vision, dental, life, and long-term disability insurance. Additionally, the candidate will qualify for paid and sick time off, twelve paid holidays, retirement plan, and a rewarding and professional work environment.

**APPLICATION DEADLINE:** Applications will be accepted until the position is filled.



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**START DATE:** Immediately.

**TO APPLY:** Email your (1) Cover Letter of Interest, (2) Resume, and (3) Three references to: [Applications@CasaCornelia.org](mailto:Applications@CasaCornelia.org). Please see our website located at [www.CasaCornelia.org](http://www.CasaCornelia.org) to learn more about Casa Cornelia's work.

*Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*