



CASA CORNELIA
LAW CENTER

Program Assistant, Children's Program Position Description

Position Classification:	Full Time, Program Assistant
Reports to:	Managing Attorney, Children's Program
Compensation:	\$20.75/hr - \$28.75/hr (DOE) (Non-exempt)
Benefits:	Fully paid medical, dental, vision, long-term disability and life insurance for employee; generous paid time off and paid sick leave; 12+ paid holidays; retirement plan; bar dues covered; professional development covered.
Start date:	July 1, 2023 (negotiable)

Casa Cornelia is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.

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 with a primary commitment to the indigent within the immigrant community in Southern California. Our legal services include representation to those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible under U.S. law. 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:

The Children's Program is CCLC's program 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 County. The program also represents unaccompanied children formerly in government custody now resident in San Diego County and 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, other forms of relief from removal, or voluntary departure.

The Position:

The Program 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. *This opening is for a program assistant to primarily support the firm's work with children who are currently in the custody of the federal government, although additional tasks within the Children's Program and in other programs may also be assigned.*



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Appointment and Accountability:

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

Primary responsibilities:

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

- a) ensuring that individual clients are treated with dignity and are fully apprised of their legal rights and situation;
- 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;
- e) processing client and case/file source documents by reviewing data for deficiencies and resolving discrepancies by using standard procedures;
- f) entering a substantial amount of client and case/file data timely and accurately;
- g) maintaining data entry requirements by following program protocols;
- h) scheduling client meetings and calls and assisting with client correspondence;
- i) preparing the initial physical file; tracking and managing physical case files during the established retention period and destroying such files upon conclusion of the retention period;
- j) assisting in case file and database maintenance;
- k) preparing written correspondence to released children according to program protocol;
- l) assisting in covering the reception desk and mail processing when needed; and,
- m) assuming responsibility for other tasks as assigned by the Managing Attorney, Children's Program, the Associate Attorney, Children's Program, and the Legal Director.

Qualifications:

The following are required for appointment as the Program 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) Knowledge of Microsoft Office;
- e) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- f) A demonstrated commitment to serving indigent populations.

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

- a) Prior experience working in a law firm;
- b) Prior experience in the immigration law field;
- c) Experience in data entry and accuracy;
- d) Fluency in additional languages frequently spoken by CCLC clients; and,
- e) Experience working in a not-for-profit



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Application Deadline: Applications will be accepted until the position is filled.

To Apply: Email your (1) Cover Letter of Interest, (2) Resume, and (3) Three References to: Applications@CasaCornelia.org. Please see our website located at www.CasaCornelia.org to learn more about CCLC's work.

This is a full-time, in-person position.

All employees must be fully vaccinated against COVID-19 unless a mandatory legal exception applies.

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.