



CASA CORNELIA
LAW CENTER

Staff Attorney, Children's Program Position Description

Position Classification:	Full Time, Staff Attorney, Member of the Legal Team
Reports to:	Managing Attorney, Children's Program
Salary:	\$72,500-\$86,500 (DOE) (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 (CCLC) 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 Staff Attorney, Children's Program, is an attorney serving within the Children's Program that provides high-quality direct representation to a substantial number of clients. As needed, the Staff Attorney, Children's Program, may be assigned cases in other programs. *This opening is for an attorney to primarily work with children who are currently in the custody of the federal government. The majority of legal services to clients will be provided in-person at shelters contracted by the Department of Health and Human Services.*



**CASA CORNELIA
LAW CENTER**

Appointment and Accountability:

The Staff Attorney, 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 Staff Attorney, 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 in-person Know Your Rights presentations and conducting in-person legal screenings of a substantial number of detained children on an expedited timeline;
- d) providing detained children with accurate legal counsel;
- e) representing a limited number of detained children before the immigration court and/or the asylum office;
- f) supporting the collection of program data and documenting all legal services and activities;
- g) assisting released children in connecting with legal counsel after release from custody;
- h) interviewing non-detained children as assigned;
- i) representing non-detained children as assigned; and,
- j) assuming responsibility for other tasks as assigned by the Managing Attorney, Children's Program, the Associate Attorney, Children's Program, and the Legal Director.

Supervisory Responsibilities:

The Staff Attorney, Children's Program, does not have any supervisory responsibilities.

Qualifications:

The following are required for appointment as the Staff Attorney, Children's Program:

- a) A commitment to social justice and the mission of CCLC;
- b) A Juris Doctorate degree from an ABA-Accredited law school;
- c) A license to practice law in California and being in good standing with the relevant licensing authority;
- d) Oral and written fluency in Spanish (candidates who are not fluent in Spanish may be considered if they are willing to enroll in an employee-provided Spanish course);
- e) Strong writing skills and the ability to prepare persuasive and thoughtful legal documents;
- f) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- g) A demonstrated commitment to serving indigent populations through public interest law.

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

- a) Immigration law experience;
- b) Experience as a practicing attorney;
- c) Fluency in additional languages frequently spoken by CCLC clients; and,
- d) Experience working in a not-for-profit.



CASA CORNELIA
LAW CENTER

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.