Position Available:  **Immigration Attorney**  
(Self-Sufficiency Services Department)

Location:  Akron/Cleveland, Ohio  
Pay Rate:  (1.0 FTE; EXEMPT)

**SUMMARY**
Asian Services In Action (ASIA) was founded in 1995 with a mission to empower and to advocate for Asian Americans and Pacific Islanders (AAPI); and to provide AAPIs with access to quality, culturally and linguistically appropriate information and services. Annually ASIA serves over 15,000 low-income, underserved individuals, families and communities through over 30 Asian and non-Asian languages.

The Immigration Attorney will be responsible for providing free or low-cost immigration legal services to immigrant and refugee clients through Asian Services In Action, Inc. (ASIA)’s Immigration Legal Services Program. The Immigration Attorney will also collaborate with a network of organizations on naturalization assistance and community education programs, and participate in other collaborative activities.

The position reports to the Assistant Director of Self-Sufficiency Services or he/her designee.

**DUTIES AND RESPONSIBILITIES**

- Conducts preliminary intake interview, gathers all relevant facts for presentation at intake meetings.
- Develops and implements preliminary case strategy in terms of immigration law and procedure. Develops further strategy in terms of immigration law and procedure.
- Comfortable working without supervision and able to work as part of a team.
- Provides legal representation of clients before U.S. Citizenship and Immigration Services, Department of State and/or Immigration Court;
- Prepares the case for hearing, drafting legal papers, engaging in negotiation, presenting evidence, etc. in accordance with the Code of Professional Responsibility for the legal profession.
- Manage a high volume caseload in addition to supervising support staff and volunteers. Must have in-depth knowledge of immigration-related legal and other resources.
- Remains current on immigration law, policies and procedures. Remains current on implications of criminal and civil law as it applies to the representation of immigrants and refugees.
- Develops and maintains professional relationships with the U.S. Citizenship & Immigration Services (USCIS), government and social service organizations and community organizations.
- Interprets immigration and department policies and programs to the public, including public speaking.
- In accordance with the ethical standards required of the legal profession, the Code of Professional Responsibility, preserves client confidentiality, accounts for client monies and avoids conflict of interest.
• Maintains complete and accurate client records. Prepares timely statistical and/or grant reports. Conducts quarterly case audits for presentation and review of the Supervisor.
• Participates in training on immigration procedures.
• Participates in developing and implementing special projects, May have the primary responsibility for a project involving presentation of a particular ethnic group, immigration problem or advocacy issues on a systematic level.
• Adheres to professional standards as outlined by governmental bodies, (and/or other appropriate professional associations), funding sources, agency’s plans/policies and program guidelines. Participates in periodic evaluative reviews and/or in-house and external staff training to ensure that she/he understands and continues to adhere to such standards.
• Other duties may be assigned.

QUALIFICATIONS
• Juris Doctorate (J.D.) Degree required; Member in good standing of any state bar (preferably Ohio); and one year of experience in immigration and naturalization laws.
• Ability to read, analyzes, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, speak and write in at least one non-English language is a plus.
• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
• Strong organizational skills with the ability to handle multiple tasks and to prioritize work
• Computer skills including proficiency with word processing programs, i.e. Microsoft Word, Access, Excel, etc.
• Flexible, and able to plan and prioritize workflow and meet tight deadlines
• Excellent attention to detail and follow-through
• Require some evening and weekend hours
• Demonstrated competence in working on behalf of Asian Pacific Americans
• Proficient in a major Asian language preferred
• Must pass criminal background check and have a valid Ohio State driver’s license
• Must be authorized to work in the U.S.

CONTACT
Please send cover letter and resume to: Mao Vue, Deputy Director (mvue@asiaohio.org). Visit www.asiaohio.org. No phone calls please.

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.