



Job Description

Position: Immigration Counselor

Department: Adult Learner

FLSA Classification: Non-Exempt

Reports To: Immigration Services
Manager

Supervises:

Created Date: 09/02/2015

Summary of Responsibility

The Immigration Counselor provides high quality legal assistance, advice and referral to low income immigrants and their families in the area of immigration and nationality law. Engages in public education, training and community outreach in order to promote immigrant newcomers full participation in American society.

Essential Functions (these will pull into appraisal form)

Title and Description

Counseling

Advises and assists in the preparation and filing of immigration and naturalization related applications and petitions. Maintains client case files in accordance with case file management system. Maintains knowledge of current immigration practice and procedures through training programs and seminars, immigration periodicals and website reviews and case reviews with managing attorney. Acquires partial accreditation before the Board of Immigration Appeals. Provides legal representation to clients before the Immigration Service. Develops and maintains program fee and document lists. Assists in the expansion of services, provision of community education and pro se clinic offerings and program publicity. 0 %

Compliance

Ensures compliance with all federal, state, or municipal laws relating to immigration services being provided as a BIA R&A non-profit organization. 0 %

Secondary Functions

Title and Definition

Weight

ADLM Grants

Assists in implementing and overseeing grant projects. 0 %

Language

Interpretation and document translation, as needed.

0 %

Other duties as assigned.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Core Competencies**Title and Definition****Weight****Commitment**

Takes ownership and responsibility for performing well. Seeks opportunities for further development. Adjusts priorities based on the needs of the organization. Achieves results within established timelines. Arrives at work on time and ready to contribute.

0 %

Community

Listens and actively promotes cooperation and trust to meet customer needs. Goes the extra mile for the customer. Displays empathy for the customer. Anticipates customer needs and delivers timely, accurate information/solutions. Identifies with the communities the organization serves. Advocates for the community.

0 %

Future

Demonstrates a willingness to challenge the status quo. Seeks continuous improvement opportunities. Remains flexible in responding to changes.

0 %

Relationship Building

Listens actively for understanding. Clearly articulates his/her thoughts. Values the end result of working with others. Treats others with dignity and respect. Is trustworthy.

0 %

Other Requirements**Title and Definition****Weight****Transportation**

Access to reliable transportation is required.

0 %

Qualifications and Competencies**Education Requirements**

Degree / Diploma Obtained

Field of Study

Bachelors

Related Field

And / Or

Additional Education Requirements:

Bachelor's degree (BA/BS) from accredited four-year college plus six months -One year related experience preferred; or, Paralegal Associates Degree with two years related experience. Strong computer and data entry skills, excellent communication skills.

Accreditation from the Board of Immigration Appeals (BIA) or ability to obtain within six months of hire. Fluency in a second language; Spanish preferred.

Physical Demands

Additional Info

Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to continuously bend, twist, stoop, reach and pull.

Ability to keep composure in everyday, potentially stressful situations.

Ability to meet a flexible work schedule, including evenings and weekends.

Able to travel to all facilities within the city, during all weather conditions.

Able to walk, sit and stand for extended periods of time.

Experience Requirements

Years of Experience

Type of Experience

Employee Statement of Understanding

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library policies, procedures and practices.

x _____ Date _____