



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

Position Announcement

Legal Assistant – Afghan Placement and Assistance Program

JOB TITLE: Afghan Placement and Assistance Program - Legal Assistant

DEPARTMENT: Immigration Legal Services

REPORTS TO: Director of Immigration Legal Services

LOCATION: Concord

EMPLOYMENT TYPE: Full time / temporary (37.5 hours per week)

OUR AGENCY

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 70 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients. We are committed to creating a community where staff and clients from all backgrounds feel safe, welcome, and included. We are looking for equity-minded applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. We hope to expand our diversity in the belief that clients heal best when staff represent the communities they serve and are guided by values of social justice.

Afghan Placement and Assistance (APA) Program

In direct response to the surge of new arrivals from Afghanistan to the East Bay, Jewish Family & Community Services East Bay is bringing together a team of staff to welcome our new neighbors with dignity and care. This intensive initiative began this summer with the U.S. military withdrawal from Afghanistan and is projected to continue for at least six months. This initiative also supports members of the East Bay Afghan community whom JFCS East Bay has resettled in the past and are seeking support for family members who are either arriving or attempting to reach the East Bay.

Immigration Legal Services (ILS)

JFCS East Bay's ILS program provides professional assistance to immigrants and refugees applying for a range of immigration legal services in our Concord office. As a federally recognized legal services agency, JFCS East Bay assists clients with citizenship, green cards, U-visas, DACA, and other legal remedies. As part of the Stand Together Contra Costa collaborative, JFCS East Bay also provides legal representation in removal proceedings for both detained and non-detained individuals. We are staffed by a psychologist who assists as an expert in removal proceedings, conducts psychological evaluations and testing, and provides counseling.

In response to the Afghan refugee crisis, the ILS team has been working closely with the JFCS East Bay Refugee Services team to assist Afghans in filing humanitarian parole applications for loved ones still outside the U.S. By early 2022, the Refugee Services program at JFCS East Bay will have resettled more than 100 Afghan parolees in the East Bay community. Most of these individuals will need to apply for permanent legal status in the U.S. ILS is preparing to represent these APA clients in affirmative applications before USCIS, including asylum and adjustment of status.

JOB SUMMARY

The Legal Assistant supports the ILS aspects of the APA Program, and our Afghan clients.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Collaborate closely with ILS Director and APA Program Manager to ensure JFCS East Bay provides optimal wrap-around legal services for APA clients.
- Answer phone calls, voicemails, walk-in questions and online requests relating to APA legal services.
- Schedule appointments and manage APA legal clinic sign-ups.
- Assist in the preparation of legal information materials for APA clients.
- Complete applications for work permits and greencards (I-90) for APA clients.
- Assist ILS staff with the preparation of asylum applications for APA clients.
- Provide ongoing assistance to APA applicants for humanitarian parole, including consular processing support when needed.
- Prepare English translations of Afghan documents and interpret for APA clients during case preparation meetings with ILS staff.
- Provide in-person interpretation at asylum office interviews for APA clients as needed.
- Contact APA clients to remind them of upcoming appointments, immigration interviews, and hearing dates.
- Update APA client case file notes as needed.
- Maintain complete confidentiality of all information relating to clients and potential clients.
- Perform other duties as assigned.

QUALIFICATIONS

The applicant must share JFCS-East Bay's mission and vision of social justice with these additional qualifications:

- Bilingual in English and Dari, additional fluency in Pashto strongly desired;
- Experience working with low-income, immigrant and refugee communities preferred;
- Facility with Microsoft Word, Excel spreadsheets, and Google documents;
- Knowledge of general office operations;
- Ability to analyze and process large amounts of data from multiple sources;
- Ability to prioritize across multiple types of work and coordinate the work of others;
- High level of independent judgment;
- Ability to work independently and as part of a team;
- Excellent interpersonal skills with people of all ages and cultural backgrounds;
- Well-organized, efficient, highly motivated and able to handle multiple tasks at once and take initiative;
- and
- Experience working with nonprofit or ILS programs, preferred.

COVID-19 REQUIREMENTS

All employees must show proof of vaccination against COVID-19 and follow JFCS East Bay COVID-19 policies. Reasonable accommodations may be made for individuals with medical or religious reasons where they do not cause undue hardship or pose a direct threat to the health and safety of others.

COMPENSATION AND BENEFITS

The salary range for this position is **\$25 - \$27/hour**. Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

TO APPLY

Please submit a thoughtful cover letter and resume to currentjobs@jfcs-eastbay.org. Please include your name, the title of the position, and "APA Legal Assistant" in the subject line. Position open until filled.

JFCS East Bay is an Equal Opportunity employer that highly values diversity and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state, and local laws.