



### Staff Attorney, IAS

This program is funded by the Massachusetts Office of Immigrants and Refugees and provides limited *pro se* legal and case management services to recently arrived immigrants living in Emergency Assistance (EA) shelters throughout the state. These legal services include: consultation and advice, changes of venue, and applications for work permits, TPS, and asylum. The Staff Attorney will

### Responsibilities

- Reviews all client intakes in order to triage time-sensitive legal needs and ensure quality control, and reviews case consultation notes to track legal outcomes and identify gaps in service
- Provides technical assistance to case managers and shelter providers
- When necessary to supplement partner work or meet deadlines in time-sensitive cases, provides legal consultations and advice directly to clients
- Assists with development of written resources and practice support materials that can be shared with *pro se* clients, legal partners, MIRA members and other stakeholders for use and distribution
- Assists with onsite legal clinics, which includes training volunteers, reviewing client files, and conducting quality control reviews of all *pro se* work for clients
- Provides direct assistance to clients on motions to change venue, changes of address, and applications for work permits and/or TPS
- Assists with legal training to case managers, shelter providers, and other non-legal partners so that they can support IAS's work
- Participates in all-staff events such as trainings, staff meetings and staff retreats
- Perform other duties as assigned, contributing to the overall success of our organization and its mission.

### Qualifications:

- Juris Doctor (JD) degree and license to practice law in a U.S. state; pending bar applicants welcome to apply
- Strong commitment to social justice and immigration rights.
- Excellent communication and interpersonal skills.

- Ability to work collaboratively in a diverse and dynamic team environment.
- Eagerness to learn and grow in the field of immigration law.
- Strong organizational abilities and the ability to work independently
- Fluency in relevant languages (Haitian Creole, Spanish, Portuguese) is a plus.