



125 Corporate Place, Suite A,
Vallejo, CA 94590

620 Main Street,
Woodland, CA 95695

www.ccyoso.org

Job Title:	Staff Immigration Attorney	Job Category:	Exempt Employee
Department/Group:	Immigration	Travel Required:	Yes
Location:	Woodland, CA	Reports To:	Managing Immigration Attorney
Position Type:	Full Time (35 hours)	Salary	Commensurate with Experience

Catholic Charities of Yolo-Solano (CCYS) is a non-profit organization serving low-income individuals and families in need in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice.

Position Description

The Staff Attorney is responsible for conducting all Immigration Legal Services components competently. The Staff Attorney is responsible for managing an independent caseload, community outreach education on immigration issues and developing community partnerships, record keeping, and intake processes. The Staff Attorney will serve the low-income immigrant population and assist them towards self-sufficiency and financial independence through trustworthy and high-quality immigration legal services.

Essential Duties and Responsibilities: *Duties include the following (other duties may be assigned)*

- Collaborate with DOJ Accredited staff, non-legal staff, volunteer attorneys and non-attorney volunteers to ensure a high standard of representation and client service.
- Collaborate with the Managing Attorney to develop ILS Program infrastructure and professional growth of ILS staff members.
- Applies the professional skills and knowledge to perform work without specific directions using considerable judgment.
- Attend regularly scheduled meetings, supervisions, technical skill development for the immigration legal services staff and volunteers.
- Ensures compliance with professional practice standards. Develops and reviews ILS Program policies & procedures and quality control measures.



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Practice of Immigration Law:

- Understand and adhere to Rules of Professional Conduct.
- Carry a reasonable caseload of immigration matters including representation in removal proceedings.
- Represent clients before USCIS and prepare applications for family-based immigration, adjustment of status, consular processing, DACA, U Visas, VAWA and T Visas, among others.
- Provide consultation and assessment to determine eligibility for immigration relief.

Minimum Qualifications:

Education: Juris Doctor degree from either a CA-accredited law school or ABA-accredited law school and license to practice law.

Experience: 0 to 2 years of experience in a broad range of immigration law.

Skills/Knowledge:

- Understands CCYS mission and is responsible, adaptive, resourceful, innovative & solution focused and team oriented.
- Must have demonstrated ability to work in a face-paced nonprofit environment that serves low-income communities with diverse cultural backgrounds
- Must have thorough working knowledge of Microsoft Office Suite, Google Suite, Cerenade's eImmigration Software
- Experience managing substantial immigration caseloads and strategic planning
- Experience in litigation and client advocacy. Demonstrated legal research and legal writing skills.
- Must have ability to read, understand, apply language and concepts, and make independent decisions based on policies, governmental regulations, technical procedures, general business periodicals, professional journals, and contracts.
- Must have demonstrated analytical, critical thinking, problem-solving, strategic thinking, negotiating, and planning skills.
- Must have conflict resolution skills. Must have demonstrated customer service skills.
- Must be results-oriented, highly organized, detail oriented, proactive, resourceful, able to manage multiple high-level projects with strict timetables, and have solid administrative follow-through while working in a fast-paced environment.
- Must read and communicate orally and write in Spanish.



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- Must pass all post-contingency offer background checks, reference checks and mandatory training.

Applicants must submit resume, cover letter, to Carolina Estrada, Deputy Director, at jobs@ccyoso.org for consideration. Qualified applicants will be asked to complete supplemental forms. No phone calls please.