

## Job Summary

Working in a dynamic, team-oriented environment, under the supervision of the Senior Attorney of Émigré Services, provides pre-migration and immigration counseling including legal services and representation to individuals and families and provides consultation to staff regarding legal immigration matters. The Émigré Staff Attorney also provides counseling and representation to individuals applying for Social Security Disability benefits. The Attorney will assist in grant writing and fundraising to fund the subsidized legal services. The Émigré Department Staff Attorney works in compliance with Agency goals and objectives and within the limitations of Agency resources.

## Job Duties and Responsibilities

### A. Immigration Representation

1. Provides immigration consultation for individuals or families needing immigration assistance.
2. Is responsible for the preparation and filing of routine immigration documents.
3. Participates in citizenship and green card application group processing.
4. Prepares clients for CIS citizenship and other immigration interviews.
5. Accompanies clients to citizenship (and other) interviews at US Citizenship and Immigration Services in San Francisco, San Jose and Oakland to advocate on their behalf.
6. Performs research on legal issues relating to JFCS clients.
7. Performs client advocacy as appropriate.
8. Provides consultation on immigration related matters to JFCS staff and to staff of other agencies participating in the Jewish Community Émigré Resettlement program.
9. Contributes questions and answers for the “Ask Amy” column in New Life as needed.
10. Attends liaison meetings at the Asylum Office, US Citizenship and Immigration Services (San Francisco and San Jose) and other NGO meetings.
11. Prepares Petitions for Hearings on Naturalization and Mandamus Petitions for filing in Federal Court.

### B. Social Security Disability Representation

1. Provides consultation for individuals needing assistance with Social Security Disability.
2. Prepares and files applications on behalf of clients for Social Security Disability.
3. Accompanies individuals to interviews at Social Security district offices, as needed.
4. Performs client advocacy as appropriate.
5. Prepares cases and represents clients at the Office of Disability Adjudication and Review (San Francisco, Oakland, San Jose, San Rafael).
6. Prepares and files for Appeals at the Appeals Council.
7. Prepares and files Civil Actions in U.S. District Court and 9th Circuit Court of Appeals for review of adverse decisions.
8. Prepares and files Applications for EAJA fees and/or General Assistance reimbursement, when appropriate.
9. Creates coalitions with other Claimants' Representatives organizations and private attorneys.

### **C. Fundraising**

1. Composes government, foundation and corporate grant proposals and/or letters of inquiry for funding of Social Security Disability legal work.
2. Performs reporting and tracking functions required by grants.
3. Researches, prepares and presents proposals to law firms to seek funding for Social Security Disability legal work.
4. Is responsible for representing the legal services program in the community.

### **D. General**

1. Maintains case records, performs case follow-ups and closing, and performs other administrative tasks as assigned.
2. Complies with Jewish Family and Children's Services Policy and Procedures Manual and other standards of performance.

## **Job Qualifications**

1. Admitted to practice in a State Bar.
2. Excellent interpersonal skills, dedication to being responsible to client needs.
3. Excellent oral and written communication skills.
4. Commitment to working in a social service setting.
5. Superior organizational skills and precise attention to detail.
6. Ability to manage multiple projects, plan ahead, meet deadlines and perform well in the context of the workload fluctuations inherent in the profession.
7. Ability to work independently and responsibly under general direction, and to demonstrate excellent judgment.

8. Knowledge of computerized database systems. Knowledge of Raiser's Edge, a plus.
9. Knowledge of Jewish Community resources desirable.
10. Knowledge of Russian language desirable.

## Additional Information

This is a part-time, .8FTE salaried, exempt contract position with benefits available September 1, 2006.

Please send resume and cover letter to:

Gayle Zahler, Assistant Executive Director  
2534 Judah St.  
San Francisco, CA 94122

Or via email to [gzahler@jfcs.org](mailto:gzahler@jfcs.org)

The above statement is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Please report any errors, suggestions, additions, or changes to  
[webmaster@jfcs.org](mailto:webmaster@jfcs.org)

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