



## Hispanic Unity of Florida Job Description

**Job Title:** Immigration Paralegal  
**Department:** Civic Engagement  
**Reports To:** Civic Engagement Director/BIA Accredited Representative  
**Classification:** Non-Exempt, Full-Time  
**Work Location:** In-Office  
**Dated Released:** August 25, 2023

### **CHANGE LIVES AND MAKE A DIFFERENCE!**

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to: *Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration and teamwork.*

#### **Job Summary:**

The Immigration Paralegal provides support to the Department of Justice (DOJ) Accredited Representative on staff with the preparation and filing of petitions and applications with federal government agencies. The Paralegal may assist in such tasks as: drafting filings and applications, preparing routine correspondence, researching immigration law and procedures and case management.

#### **Supervisory Responsibilities:**

- None

#### **Essential Duties:**

Assist DOJ Representative in preparation of immigration petitions and applications:

- Assist with initial client interviews to obtain relevant case information.
- Locate, obtain, and preserve client documentation.
- Review and organize client documentation.

- Analyze and summarize all data.
- Prepare clients for their interview.

Assist in managing caseloads of immigration matters in various stages:

- Identify participants with potential legal problems or special legal needs; and refers them to an immigration professional staff or link them to appropriate community resources as needed.

Communicate with clients as needed:

- Draft correspondence to clients.
- Track the status of filings and inform the client of any follow up that may be necessary.
- Arrange for an outside interpreter if necessary.

Prepare necessary reports:

- Maintain client files and input client information in the program's database.

Research immigration legislation, regulations, procedures and related issues:

- Participates in training as required.

Perform other related administrative duties as needed.

### **Qualifications and Job Requirements:**

- An equivalent combination of training, education and experience that demonstrates the ability to perform the duties of the position may substitute for education requirements.
- Proficiency in researching legal matters.
- In-depth theoretical understanding of immigration law.
- Ability to manage and process high volume of cases in organized manner to
- Ensure federal compliance regulations and deadlines.
- The candidate must be fluent in English (written and spoken) and possess strong communication, organizational and problem-solving skills, attention to details, and have the ability to prioritize multiple tasks.
- Bilingual skills are a plus (English/Spanish, English Creole, English/Portuguese).
- Demonstrated ability to work effectively with diverse families and communities.
- Ability to work effectively in a team environment, positive attitude and handles sensitive and confidential information with maximum discretion.
- Proficiency in Word, Excel, Outlook and Powerpoint.
- Ability to travel independently with possession of a valid Florida driver's license and insurance. (Proof Required).
- Positions require level 2 background clearance.

**Education and Experience:**

- The ideal candidate possesses a bachelor’s degree plus a Paralegal Certificate and a minimum two-three years of immigration experience.

**Working Environment:**

In a private office for the individual to perform the duties in a confidential setting.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*

I have read my job description and understand my responsibilities.

Employees Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**This job description does not alter your “at-will” status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. Employee understands that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.**