



### ACCREDITED REPRESENTATIVE

<b>CLASSIFICATION:</b> Hearing Representative I (Union)	<b>SALARY:</b> \$56,860.35 - \$70,810.55 (DOQ/DOE)
<b>DEPARTMENT:</b> Legal	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Directing Attorney	<b>APPLICATION DEADLINE:</b> Until Filled

For nearly 50 years Bet Tzedek has been committed to providing free legal services to those who need them most. In that tradition, Bet Tzedek is seeking a determined, organized, and zealous bilingual individual interested in becoming a Department of Justice (DOJ) Accredited Representative and thus represent unaccompanied immigrant children in their immigration matters. This position is a time-limited, full-time position.

This position is eligible for Bet Tzedek Legal Services' hybrid/remote workplace designation. At the discretion of the immediate supervisor, the employee may be required to work in the office or other locations to meet workload/business obligations. This requirement may be on a temporary or ongoing basis.

#### **ESSENTIAL DUTIES:**

- Complete the Office of Legal Access Program's accreditation program and training curriculum.
- Participate in trainings, convenings, and other professional development programs to increase substantive skills.
- Provide legal consultation for undocumented minors—including but not limited to, interviewing clients, gathering and reviewing documents, submitting Freedom of Information Act (FOIA) requests, assessing the client's eligibility for immigration relief, and preparing cases for pro bono placement.
- Prepare and submit DOJ accreditation application.
- Post-accreditation, provide direct legal advocacy before DHS and EOIR in pursuit of immigration relief for undocumented minors—including, but not limited to, applications for Special Immigrant Juvenile Status, removal proceedings, adjustment of status, asylum relief, U-visas, T-visas, and work permits.
- Partner with staff from programs including Foster Immigrant Youth, Kinship Care, and Special Immigrant Juvenile Status teams, as well as with other Bet Tzedek programs, to assess and potentially assist with the immigration needs of clients from the programs..

#### **QUALIFICATIONS:**

- A paralegal certificate/degree in paralegal studies from an ABA-approved institution OR bachelor's degree and at least 1 year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for the preceding 3 years (required);
- Meet accreditation eligibility requirements pursuant to [8 CFR § 1292.12\(a\)](#), ¶¶ 1, 3, 4, 5, and 6:
  - Has the character and fitness to represent clients before the Immigration Courts and the Board, or DHS, or before all three authorities. Character and fitness includes, but is not limited to, an examination of factors such as: Criminal background; prior acts involving dishonesty, fraud, deceit, or misrepresentation; past history of neglecting professional, financial, or legal obligations; and current immigration status that presents an actual or perceived conflict of interest;
  - Is not an attorney as defined in [8 CFR 1001.1\(f\)](#);

- Has not resigned while a disciplinary investigation or proceeding is pending and is not subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting the individual in the practice of law or representation before a court or any administrative agency;
  - Has not been found guilty of, or pleaded guilty or nolo contendere to, a serious crime, as defined in [8 CFR 1003.102\(h\)](#), in any court of the United States, or of any State, possession, territory, commonwealth, or the District of Columbia, or of a jurisdiction outside of the United States; and
  - Possesses broad knowledge and adequate experience in immigration law and procedure. If an organization seeks full accreditation for an individual, it must establish that the individual also possesses skills essential for effective litigation.
- Willingness to train and work with social workers, volunteer attorneys, and students (required).
  - Bilingual and biliterate in the Spanish and English languages (required).
  - Minimum one-year non-profit legal services experience (preferred).
  - Experience in immigration advocacy for undocumented minors (highly preferred).
  - Demonstrated commitment to Bet Tzedek's mission to provide free legal services to those who need them most (required).
  - Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required).

**PERSONAL SKILLS:**

- Demonstrate an understanding and commitment to Bet Tzedek's mission of equal justice for all and Bet Tzedek's core values of leadership, community-based advocacy, and innovation.
- Candidates should be able to articulate their interest in assisting people of diverse ethnicities, nationalities, sexual orientations, gender identities, religions, immigration status, physical abilities and ages with varying English-speaking abilities.

**BENEFITS PACKAGE:**

Bet Tzedek offers an excellent benefits package in addition to competitive salaries. These benefits currently include:

- A generous number of paid holidays, vacation, and sick days annually.
- Personal and floating holidays
- Compensatory time for exempt employees.
- 18 weeks of paid parental leave (after 1 year of employment).
- Medical, dental, vision, chiropractic and acupuncture coverage for employees and dependents, with office visit co-pay reimbursement for HMO enrollees.
- Life/accidental death and dismemberment (AD&D) insurance, long-term disability insurance, and Employee Assistance Plan.
- Voluntary (employee-contributed) life/AD&D, accident, critical illness, hospital confinement, and pet insurance.
- Employee-contributed 401(k) plan.
- Employee-contributed 403(b) plan.
- Healthcare and childcare flexible spending accounts.

- Commuter transit and/or parking benefits.

**HOW TO APPLY:**

- Email letter of interest and resume to [bettzedek.8A.C33@applynow.io](mailto:bettzedek.8A.C33@applynow.io) (Subject: “Accredited Representative”)

***Note:** All positions are subject to funding; ongoing funding or employment cannot be assured.*

*To best serve our communities, Bet Tzedek seeks diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.*