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Position Notice Bi-lingual Paralegal Open Until Filled

Charlotte Center for Legal Advocacy, nonprofit provider of civil legal assistance to low income people, seeks full-time and part-time Paralegals to provide services in three projects in its Immigrant Justice Program. Paralegals may provide services in one or more of the projects.

The **Custodians of Unaccompanied Immigrant Children Fingerprint Project** is affiliated with Lutheran Immigration and Refugee Services, which sponsors the reunification of immigrant minors in detention or foster care with parents or other family members and is funded by the Office of Refugee Resettlement of the US Department of Health and Human Services. Responsibilities include:

- Schedule prospective custodians for appointments;
- Compile paperwork for immigrant families, to ensure they have all necessary documents required to be fingerprinted;
- Help clients fill out family reunification paperwork and answer questions families have about fingerprint process;
- Fingerprint clients using digital system and transmit prints to the Office of Security and Strategic Information; and
- Complete data entry in internal and web-based systems for persons served.

The **Legal Orientation Program for Custodians** is affiliated with the VERA Institute, to familiarize custodians of unaccompanied immigrant children with their responsibilities to the children and the Immigration Court and is funded by the Immigration Court.

Responsibilities include:

- Schedule custodians for group and individual orientation sessions;
- Conduct or participate in orientation sessions;
- Prepare and assemble handouts for orientation session participants;
- Data entry in internal and web-based systems for persons served; and
- Filing and other tasks as directed.

The **Immigrant Domestic Violence Prevention Project** assists immigrant victims of domestic violence to obtain protective orders and other relief and is funded by the Governor's Crime Commission under the Victims of Crime Act. Responsibilities include:

- Screen calls for assistance;
- Schedule clients for appointments;
- Communicate with staff at partner agencies; and,
- Follow-up with clients as requested by program attorneys.

Work in all projects will also require:

- Referral of persons seeking assistance to other community resources;
- Assisting staff on other work in the office;
- Reception, switchboard and other office duties; and
- Filing and other tasks as directed.

Requires proficiency speaking and reading Spanish; high school diploma, GED or equivalent experience; ability to work with low income people; dependable. Successful completion of the federal background security check is required. Previous knowledge of fingerprinting is not required.

Compensation for Part-Time: \$18.58 per hour, with no paid leave or benefits.

Compensation for Full-Time: \$31,500 per year, depending on experience; with paid leave, health insurance and other benefits.

To Apply send a resume and a letter explaining your qualifications for and interest in this specific position, a description of your experience with low-income people, and other relevant information to: Brittany Chadwick, Administrative Assistant, Charlotte Center for Legal Advocacy, by email to brittanyc@charlottelegaladvocacy.org or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, email is preferred. Form letters and inquiries not containing this information will not be considered.

***Charlotte Center for Legal Advocacy is an equal opportunity employer.
Women, minorities, disabled persons and veterans are encouraged to apply.***