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**Job Title:** Immigration Attorney  
**Program/Dept:** Immigration  
**Classification:** Temporary, Full-Time, Exempt  
**Salary Range:** \$76,000.00  
**Reports to:** Program Manager  
**Location:** 4879 E. Kings Canyon Road, Fresno, CA 93727  
**Date:** September 1, 2023

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## 1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Empower, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

## 2. THE PROGRAM

The Immigration Legal Services Support Project (ILSSP) aims to increase the legal capacity of immigration legal services programs through the placement, training and support of ILSSP participants that gain training and hands-on experience to practice immigration law. TFC’s Immigration program provides immigration legal services and specializes in assisting clients with naturalization applications. Services are provided by staff that are Department of Justice (DOJ) accredited with assistance from an Immigration Attorney. Eligible clients include individuals that 18 years + and is either a legal permanent resident (LPR) for 5 years or married and living with a spouse that is a U.S. citizen. The Immigration Program provides services in four (4) languages – Khmer, Lai, Hmong, and Spanish.

The position is contingent upon continued funding. The Fresno Center will not be responsible in any manner for terminations which are due to the defunding of Federal or State Contracts/Grants. The Fresno Center is at-will and may be terminated by you or the company at any time regardless of the end date of the Federal or State Contracts/Grants.

## 3. POSITION SUMMARY

The Immigration Attorney reports to the Immigration Program Manager. The Immigration Attorney will participate in immigration legal training and will be responsible for providing immigration legal services to underserved, hard-to-reach, and low-income communities. Immigration legal services include but is not limited to conducting legal consultations/assessments, reviewing complex cases to determine eligibility for immigration benefits and need for referral to other legal providers, prepare and submit applications, provide education and outreach, and manage client cases.

## 4. JOB DUTIES & RESPONSIBILITIES

- 4.1 Attend all mandatory legal training and convenings provided by the Program Administrator (PA), CLINIC. Training includes CLINIC’s Comprehensive Overview of Immigration Law (COIL) curriculum, relevant legal materials, sample briefs, practice advisories, best practice guides, and information sharing resources.
- 4.2 Attend all legal training provided by the Agency, The Fresno Center. Training includes the linguistic and cultural needs of the individuals receiving immigration legal services.
- 4.3 Conduct legal consultation/intake services to assess client’s eligibility for affirmative remedies and/or any defenses.
- 4.4 Assist clients with the Naturalization application processes (simple & complex cases).
- 4.5 Provide education and outreach services as needed.
- 4.6 Draft declarations, legal briefs, motions, and pleadings.



- 4.7 Represent clients in proceedings before EOIR with the following: custody redetermination hearings, defensive asylum, withholding of removal, Convention Against Torture, non-LPR and LPR cancellation of removal, waivers, and complex family-based adjustment of status.
- 4.8 Adhere to all agency policies and procedure.
- 4.9 Follow established program protocols.
- 4.10 Submit program reports and statistics in a timely manner.
- 4.11 Perform other duties as assigned.

**5. MINIMUM QUALIFICATIONS:**

- 5.1 Possess a Juris Doctor (JD) degree.
- 5.2 License to practice law in the State of California or other State. Must be in good standing.
- 5.3 Have access to transportation and possess a valid California Driver's License.
- 5.4 Possess a clean DMV record and valid vehicle insurance.
- 5.5 Pass background check/Live Scan and Drug Test.
- 5.6 Commitment to the mission and values of the Agency, The Fresno Center.
- 5.7 Committed to community building and development.

**6. COMPETENCY:**

- 6.1 Must possess strong legal research and writing skills.
- 6.2 Ability to counsel clients regarding immigration law, procedures, forms, and eligibility.
- 6.3 Ability to represent clients before USCIS and Immigration Court.
- 6.4 Ability to provide services in a culturally and linguistically appropriate manner.
- 6.1 Bilingual in a Southeast Asian Language - Hmong language preferred.
- 6.2 Prior knowledge and experience of immigration legal regulations, practices, and policies.

**7. WORK ENVIRONMENT:**

- 7.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 7.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**8. TYPICAL WORKING CONDITIONS:**

- 8.1. The office setting is a normal environment.
- 8.2. Occasionally work during early morning, evening, or weekend.
- 8.3. May be subject to temperature variances in the office.
- 8.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

**9. TYPICAL PHYSICAL DEMANDS:**

- 9.1. Requires sitting, standing, or walking for up to eight hours a day.
- 9.2. Some bending, stretching, or reaching may be necessary.
- 9.3. Lifting to 40 pounds may be required on occasion.
- 9.4. Vision must be correctable to 20/20
- 9.5. Hearing must be in the normal range for telephone contact.

**10. POSITION TYPE AND EXPECTED HOURS OF WORK:**

- 10.1. Full-time, typical work hours are 8:00 am to 5:00 pm, Monday to Friday
- 10.2. Evenings and weekends as needed.

**11. TRAVEL:**

- 11.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally, travel to appointments/meetings with clients as needed.
- 11.2. Individuals may also be expected to use their own vehicle to travel.

**12. REQUIRED EDUCATION AND EXPERIENCE:**

- 12.1. Possess a Juris Doctor (JD) degree.



- 12.2. License to practice law in the State of California or other State. Must be in good standing.
- 12.3. Must have 2-5 years' experience of immigration work.

**13. PREFERRED EDUCATION AND EXPERIENCE:**

- 13.1. Possess a Juris Doctor (JD) degree.
- 13.2. License to practice law in the State of California or other State. Must be in good standing.
- 13.3. Must have 2-5 years' experience of immigration work.

**14. BENEFITS:**

- 14.1. Medical, vision, and dental coverage.
- 14.2. Life insurance coverage at annual salary.
- 14.3. Sick leave, per personnel policy (7 days per year).
- 14.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- 14.5. Vacation, per personnel policy (12 days per year).
- 14.6. Holidays per personnel policy (currently 12 paid holidays per year)

**15. Affirmative action plan/Equal employment opportunity (AAP/EEO):**

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

**16. Acknowledgment**

I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

**CLOSING DATE: Open until Filled.**

To apply, please submit a cover letter, resume, and three references **via email** to Kellie Charfauros, HR Coordinator at [kellie.charfauros@fresnocenter.org](mailto:kellie.charfauros@fresnocenter.org), with Immigration Attorney in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.