



## **Managing Immigration Attorney**

### **Apply By: August 20, 2021**

The University of Maryland Support, Advocacy, Freedom, and Empowerment (SAFE) Center for Human Trafficking Survivors is seeking a **Managing Immigration Attorney**, dedicated to the SAFE Center's mission, to provide expert legal immigration counsel and advice, coordinate legal services delivery, supervise and empower a talented legal immigration team, help grow and expand the practice, and provide direct trauma-informed immigration legal services. This position requires a balance of supervision, management, and direct representation of clients. This position operates within a multidisciplinary services context and interacts with the SAFE Center's social services, clinical services, and economic empowerment teams on shared matters.

**Please apply at this link: <https://umb.taleo.net/careersection/jobdetail.ftl?job=21000103&lang=en>.**  
**Applications will be reviewed on a rolling basis until August 20, 2021.**

The mission of the SAFE Center is to provide survivor-centered and trauma-informed services that empower trafficking survivors to heal and reclaim their lives, and prevent trafficking and better serve survivors through research and policy advocacy. Our mission is grounded in social justice and active efforts to fight systemic racism which is a root cause of human trafficking. The SAFE Center provides social, legal, mental health, and economic empowerment services to survivors of sex and labor trafficking of any age, nationality, or gender. We provide comprehensive legal immigration representation from affirmative petitions to removal defense, often through adjustment of status and naturalization. We also coordinate with *low bono* attorneys who specialize in areas we do not provide in-house, such as a family law and consumer debt issues. More information is available on the SAFE Center's website at [www.umdsafecenter.org](http://www.umdsafecenter.org). ***This position is located in College Park, Maryland, and offers the flexibility of a hybrid work arrangement. Candidates will be required to complete a background check.***

#### **Benefits Information**

UMB offers a generous benefits package that includes 22 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

In the Fall of 2021, UMB will require all faculty, staff, and students to be vaccinated against COVID-19. Exemptions for medical or religious reasons will be processed through Human Resources.

#### **Job Responsibilities:**

#### **Legal Services Coordination and Program Management**

- Work with leadership and legal team to review SAFE Center legal immigration services protocols, policies, and procedures related to intake, case distribution, timelines, trauma-informed practices, case opening and closures, file maintenance, referrals to low bono and pro bono attorneys, multidisciplinary team meetings, and other relevant matters. Develop new protocols where needed, with input of legal and multidisciplinary teams, and manage new protocol rollout and training.
- Ensure delivery of high quality legal immigration services and compliance with all ethical and professional rules.



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- Facilitate legal team coordination with SAFE Center social services, economic empowerment services, and behavioral health services for holistic client care.
- Identify and assist in developing partnerships with volunteer, *pro bono*, and *low bono* attorneys
- Work with the team to identify needs that can be filled by law student interns, and assist team with intern recruiting and supervision.
- Help establish benchmarks for measuring impact of legal services program.
- Coordinate input for grant proposals and grant reporting for program funding, including Equal Justice Works and other legal fellowship programs.
- Keep SAFE Center leadership and teams apprised of changes in immigration law and policy and their effect on SAFE Center clients. Adapt legal immigration program as necessary in response to changed policy and evolving community needs.
- Oversee organization and maintenance of client files and timely collection and accurate input of data.

### **Direct Services**

- Provide broad-based immigration advice, counseling, and direct legal representation to clients in immigration legal matters including T and U visa applications, asylum and withholding of removal, special immigrant juvenile status, removal defense, and related immigration relief.
- Represent clients before U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, the Board of Immigration Appeals, and the U.S. Department of State.
- Advocate with Homeland Security Investigations (HSI) and other branches of law enforcement in requesting continued presence, deferred action and advanced parole/ humanitarian parole when appropriate.
- Align with legal partners for broader strategic initiatives such as civil litigation, impact litigation, and filing of amicus briefs.

### **Supervision and Professional Development**

- Supervise, encourage, and empower a team of dedicated and talented legal professionals.
- Consult and advise on complex legal and client issues, especially issues at the intersection of immigration and criminal matters, as well as civil legal matters.
- Assist the team with managing caseloads, particularly during high-work/low- bandwidth periods, by helping to order priorities and set deadlines.
- Facilitate team meetings to assess referrals, open and assign cases, coordinate and discuss case progress, and address challenges.
- Advise leadership on new resources, memberships, etc. needed by team. Find and encourage opportunities for professional development.

### **Minimum Qualifications:**

**Education:** Law degree from an accredited U.S. law school

**Licensure:** Current bar membership in good standing in any state in the US or District of Columbia.

Membership in the Maryland Bar is preferred but not required.

**Experience:** Minimum five (5) years of experience providing direct legal immigration services, and minimum two (2) years managing a legal services practice or team.



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**Knowledge, Skills, and Abilities:**

- Expertise in all relevant areas of immigration law. Mastery of immigration relief eligibility and removal defense representation.
- Strong organizational skills and the ability to establish priorities and meet internal and external deadlines.
- Excellent research, writing, and oral advocacy skills.
- Ability to adapt legal skills to changing legal environment; facility in acquiring new subject expertise.
- Ability to apply critical thinking skills to anticipate and find the source of challenges, and propose and advocate for effective solutions. Committed to creative problem solving.
- Excellent interpersonal skills, including a positive, cooperative, affirming, and professional demeanor, with SAFE Center colleagues, staff, university officials, partner organizations, clients, grantors, and other stakeholders.
- Ability to work as an effective team member in a multidisciplinary setting. Demonstrated cultural competency and experience working with diverse populations.
- Demonstrated experience in helping attorneys and other legal professionals to develop professionally and acquire increasing levels of expertise and responsibility.
- Experience and commitment to working with clients who may have complex trauma and a variety of legal, social services, and other needs.
- Ability to demonstrate, understand, apply, and adhere to the UMB Core Values of Accountability, Civility, Collaboration, Diversity, Excellence, Leadership, and Knowledge.
- Fluency in Spanish strongly preferred.
- Established relationships with legal services providers in the area a plus.

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**Hiring Range:** Commensurate with education and experience

UMB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy. For assistance related to employment, please contact the Staffing department at [HRJobs@umaryland.edu](mailto:HRJobs@umaryland.edu).

If you anticipate needing a reasonable accommodation for a disability under the Americans with Disabilities Act (ADA), during any part of the employment process, please submit a [UMB Job Applicant Accommodation Request](#). You may also contact [HRDiversity@umaryland.edu](mailto:HRDiversity@umaryland.edu). Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email address.