



justice, hope & safety

**Job Description
Detention Paralegal
October 2022**

The Political Asylum/Immigration Representation Project is the leading provider of *pro bono* representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts.

Job Title: Detention Paralegal

Reports To: Legal Director, Detention Program attorneys

Position Status: Full-time; Non-Exempt

Position Description

As a contributing staff member of PAIR, the Detention Paralegal will support the overarching mission of the organization and help PAIR to achieve its goal of ensuring PAIR clients receive high quality legal representation as they seek asylum and other related forms of humanitarian relief in the United States. The Detention Paralegal is responsible for providing legal and administrative support to PAIR staff attorneys representing clients as part of the Detention Program.

Primary Responsibilities:

- Provide paralegal support to the Detention Program through intake and case support, including work authorization and adjustment of status applications, filings for asylum and other full representation relief cases, gathering documents for custody cases, translation, country conditions research, referrals to bond funds, and drafting of case close and acceptance letters, under the supervision of PAIR staff attorneys.
- Manage potential client referrals and follow-up for PAIR's Detention Program including responding to referrals from community partners, databasing, maintaining the Detention Program intake spreadsheets, mailing questionnaires to immigrants detained by ICE, and providing referrals and resources.
- Assist Detention Attorneys with clearance requests for volunteers, jail visits/detained KYRs, detained intake, and follow up from detained KYR/intake days including databasing and follow up intake/obtaining more information for screening, assist with open lines, draft blurbs for placement.
- Together with PAIR's Detention Program team, visit immigration detention centers in the region to conduct intakes and "Know Your Rights" (KYR) presentations, and participate in post visit intake review meetings.
- Attend weekly Detention Program meetings.

Secondary Responsibilities:

- Update database with case deadlines, progress, and outcomes, and maintaining accurate records of pro bono attorneys and clients.
- Together with the Pro Bono Involvement Coordinator and Detention Program staff, actively support the recruitment of volunteer attorneys and interpreters for KYRs and cases when needed, help respond to Detention volunteer inquiries and make the appropriate connections and help database new volunteers.

The Detention Paralegal will work under the supervision and direction of the PAIR Executive Director and Legal Director to conduct the following activities:

- With supervision, help coordinate logistics for detention KYRs and conduct legal orientation in detention, as needed.
- Organize and visit immigration detention centers in the region in conjunction with PAIR staff; Conduct detention intake in person and/or remotely and appropriate case follow-up
- Assist with in-office open telephone lines for calls by immigration detainees (under staff supervision).
- Together with the Pro Bono Involvement Coordinator and Detention Program staff, actively support the recruitment and management of Detention Program volunteers and interpreters.
- Input client intake forms into PAIR's database and update case information for detained/non-detained clients with relevant information; collect and analyze statistics for various purposes; track case outcomes.
- Conduct research of asylum/immigration related topics, as needed.
- Provide paralegal support to the Detention Program on cases.
- Respond to inquiries from immigrants in need who may need case screening or who have questions about changes in immigration law, policy or procedure.
- With staff assistance, prepare statistical reports from database on clients served, attorneys recruited, etc.

Qualifications:

Bachelor's degree or currently enrolled in a Bachelor's program

Spanish language skills preferred (speaking, reading and writing)

Some experience in immigration work or other relevant work experience

Proficiency in Microsoft Word, Excel, and Google; ability to learn new software and programs quickly

Must pass clearance process for detention visits

Must have cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population

Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Salary is commensurate with experience (ranging from \$50,000 - \$55,000).

Benefits: PAIR offers generous benefits including paid time away, medical, dental, and vision, short- and long-term disability, flexible work options, retirement, and professional development opportunities.

Hours: 40 hours per week

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. Black, Indigenous, and People of Color (BIPOC), immigrants, women, and LGBTQ+ candidates are strongly encouraged to apply. Nominations or applications, including a cover letter, resume and 3 references, should be sent to career@pairproject.org.

Please no inquiries or phone calls.

Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.