



Refugee Resettlement Office

Diocese of Olympia seeks Immigration Attorney or Fully-Accredited Representative:

The Diocese of Olympia's Refugee Resettlement Office has assisted nearly 400 refugees from Afghanistan as they start new lives in the United States. After entering the US with inspection from an Immigration Officer, these persons have been granted status as Humanitarian Parolees. Our task is to assist them with an affirmative application for asylum. Funds to provide these services come from the federal Office of Refugee Resettlement (ORR) for a limited time.

To help our organization maintain a high level of service to refugees when ORR funds are no longer available, the person hired to this position will build a fee-based immigration program. The program that emerges from these efforts will help refugees and immigrants with a wide variety of petitions to the United States Citizenship and Immigration Service for immigration benefits.

In addition, the person in this position will build a housing supply for newly arrived refugees. Most refugee arrivals are poor, have no credit history, are seeking a first job and have no positive or negative documentation of financial history in the US. The Diocese of Olympia is charged with finding landlords who are willing to offer rental units to refugees and parolees. This includes development and initial review of rental agreements to which the Diocese of Olympia will be a co-signer.

JOB RESPONSIBILITIES:

- Provide training to the partially accredited representatives on staff.
- Consult with staff on difficult cases.
- Supervise both a legal-immigration assistant and a housing coordinator.

- Evaluate current software used for our immigration assistance program and support the use of this software, or alternative software, through training and management of staff.
- Organize the provision of our legal services for refugee and immigrant clients.
- Maintain case files and documents
- Develop a fee based immigration program that will support our immigration program when the 11 to 18-month period of assistance to Afghan parolees concludes.

QUALIFICATIONS:

- Must work well with many different kinds of people from all over the world
- Must read, write, and speak English with a high degree of proficiency
- Ability to work in person in Auburn.
- Must work well in a team and independently
- Responsible and professional: arrive on time to appointments. Model an appropriate work ethic.
- Experience working with refugees, asylees, or immigrants is preferred but not required.
- Computer knowledge of Microsoft Office, Google docs, Excel, etc.

The most successful candidates will also have a high degree of patience, a good sense of humor, and a “go with the flow” type attitude.

Pay: \$68,000 per year + Benefits.

To apply, please send an email jessie@roseattle.org with your resume, a cover letter and 2 references.

Inquiries and resumes will be accepted until June 3, 2022. All candidates submitting resumes and inquiring emails that pique our interest will be contacted via a return email and scheduled for a Zoom first interview. Candidates who are selected to move on will then be scheduled for a second in-person interview.