



# CARECEN

## Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for four decades through legal services, community education, and advocacy. We seek a dedicated and detail-oriented staff attorney to join our robust, dynamic, and growing legal team. The staff attorney is a full-time, salaried, exempt position.

### Overview of the Role

In response to the relocation and resettlement of recently-arrived asylum seekers to Nassau and Suffolk counties, CARECEN is leading Long Island's efforts to meet the immigration legal needs of these non-citizens, providing *pro se* immigration assistance and limited direct representation. The staff attorney works within the Rapid Response team, supervised by the supervising attorney and with the paralegals to meet the critical legal needs of these recent arrivals. The staff attorney is primarily responsible for providing limited direct representation, participating in and assisting in the oversight of the *pro se* programming, and other directives, ensuring the provision of quality legal services for recent-arrivals on Long Island.

### Primary Duties

- Screen, counsel and represent immigrants in affirmative and defensive cases in accordance with CARECEN's universal full direct representation model
- Screen, counsel, and provide limited scope assistance in affirmative and defensive cases in accordance with CARECEN's *pro se* programming directives
- Provide legal assistance via consultations, initial evaluations, and referrals, as needed
- Work collaboratively with other members of CARECEN's legal team to strategize about best practices and service provision for immigrants on Long Island
- Maintain detailed case notes on individual cases and consultation outcomes
- Maintain detailed records and reporting data for grants
- Perform other duties as assigned

### Qualifications and Requirements

- Admitted and in good standing to practice law in any state, with a preference for admission in New York
- Two or more years experience in immigration law (relevant law school coursework and clinics may be considered as experience)
- Excellent organizational, communication, and computer skills

- Ability to work well with a team and build relationships with community partners
- Fluency in Spanish, French, or Haitian Creole and English required, fluency in other languages a plus

**Home Office:** Hybrid/based out of CARECEN's Hempstead or Brentwood office

**Supervisor:** Rapid Response supervising attorney

**Compensation:** \$65,000 to \$85,000 annually

### **Benefits**

- **Health Coverage (100% employer-paid premiums):**
  - Medical, Dental, and Vision
- **Insurance & Protection (100% employer-paid premiums):**
  - NYS Disability and Paid Family Leave
  - Short-Term Disability / Long-Term Disability
  - Life Insurance
- **Additional Support:**
  - Employee Assistance Program (EAP)

### **Time Off**

- **Paid Holidays:** 28 paid holidays and/or half-days per year
- **Paid Time Off (PTO):** 21 days per year
- **Health/Wellness Days:** 5 days per year
- **Longevity Bonus:** Additional 7 PTO days after 5 years of employment

**Retirement:** 401(k) plan with employer matching contributions

**Professional Development:** Employer-paid professional development opportunities, selected by staff

**Work Environment:** Ability to work hybrid based on hybrid work agreement

**How to Apply:** Email a detailed cover letter explaining why this job would be a great fit for you, a résumé and three (3) references to [jobs@carecenny.org](mailto:jobs@carecenny.org) with “Rapid Response Staff Attorney” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

*CARECEN is an equal opportunity employer and embraces diversity.  
Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply.*