



# 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 passionate and dedicated immigration attorney to join our robust, dynamic and growing legal team as an ONA Long Island Legal Counsel. The ONA Long Island Legal Counsel is a full time, salaried, exempt position.

### Overview of the Role

The ONA Long Island Legal Counsel will provide critical legal services to immigrants in Long Island through direct representation and legal clinics. The ONA Long Island Legal Counsel will also educate immigrants on their legal rights and changes to immigration law and policy through community seminars and workshops. The ONA Long Island Legal Counsel, under the supervision of the Supervising Attorney, will join CARECEN's eight member ONA Legal Counsel program, which is an integral part of CARECEN's robust, dynamic legal team.

### Primary Duties

- Screen, counsel and represent immigrants in affirmative and defensive cases in accordance with CARECEN's universal representation model
- Provide legal assistance via consultations, initial evaluations, and referrals, as needed
- Host legal clinics, community education sessions, and Know Your Rights (KYR) seminars
- Support and respond to immigration law questions from the designated ONA Opportunity Center and/or other immigrant service providers, as needed
- Develop a referral list for programs and services available for immigrants in Long Island
- Conduct an annual naturalization application process review at the designated ONA Opportunity Center
- 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**

- 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 and English required, fluency in other languages a plus

**Home Office:** Hybrid / based out of CARECEN's Hempstead and Brentwood offices

**Supervisor:** ONA Legal Counsel Supervising Attorney

### **Compensation:**

- \$65,000 to \$70,000 annually
- Full medical, dental, and vision insurance (up to \$850/month employer-paid premiums)
- 21 PTO days, 5 health/wellness days and generous holidays each year
- Transit/commuter benefits
- Life insurance
- Disability and paid family leave insurance
- Staff-selected, employer-paid professional development opportunities

**How to Apply:** Email a detailed cover letter, resume, and three (3) references to [fruiz@carecenny.org](mailto:fruiz@carecenny.org) with "ONA Long Island Legal Counsel Position" included 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.*