



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, detail-oriented paralegal to join our robust, dynamic, growing legal team. The paralegal is a full-time, hourly, non-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 asylum seekers through the Rapid Response program, providing *pro se* immigration assistance through one-on-one and clinic service models. The paralegal forms a key part of our Rapid Response team, working alongside attorneys and other professionals to meet the critical legal needs of these recent arrivals. The paralegal is primarily responsible for screening noncitizens for programmatic eligibility and collecting biographic data, as well as completing asylum applications, work permit applications, change of address forms, and/or change of venue motions.

Primary Duties

- Conduct *pro se* client screenings in person or telephonically to determine program eligibility
- Collect *pro se* clients' biographic data and background information and enter each in CARECEN's case management system
- Prepare and maintain detailed case notes in CARECEN's case management system
- Attend *pro se* assistance clinics to complete asylum applications, work permit applications, change of address forms, and/or change of venue motions
- Provide post-*pro se* clinic technical assistance, such as electronically serving and filing the applications and forms
- Organize and archive paper and/or electronic documents
- Meet tight deadlines with efficiency, efficacy and professionalism
- Attend staff meetings and provide guidance and information on issues affecting the immigrant communities CARECEN serves
- Participate in ongoing professional development with the goal of obtaining DOJ accreditation

- Maintain detailed records and reporting for grants as directed
- Other duties as assigned

Qualifications and Requirements

- Associate's Degree, Bachelor's Degree or relevant experience
- Excellent organizational, computer, research and communication skills
- Creative, collaborative, self-directed and detail oriented
- Some knowledge of immigration law or willingness to learn
- Must be compassionate, exercise discretion, and possess cross-cultural sensitivity
- Fluency in Spanish and English required

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

Supervisor: Rapid Response Supervising Attorney

Compensation:

- \$20.19 to \$26.44 hourly
- Full medical, dental, and vision insurance (up to \$950/month employer-paid premiums)
- 21 PTO days, 5 health/wellness days and generous holidays each year
- 401(k) matching
- Life insurance
- Disability and paid family leave insurance
- Transit/commuter benefits
- Staff-selected, employer-paid professional development opportunities

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 with "NYLR Paralegal" 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.*