



CARECEN

Central American Refugee Center

Job Description

The Central American Refugee Center (CARECEN-NY), based on Long Island, seeks an immigration attorney to join our legal team as an ONA Suffolk Legal Counsel. CARECEN is a non-profit serving the immigrant community on Long Island and has worked on behalf of immigrants for nearly four decades through its Hempstead and Brentwood offices.

Role and Responsibilities

The ONA Suffolk Legal Counsel will provide critical legal services to immigrants in Suffolk County through direct representation and legal clinics. The ONA Suffolk Legal Counsel will also educate immigrants on their legal rights and changes to immigration law and policy through community seminars and workshops. The ONA Suffolk Legal Counsel, under the supervision of the Managing Attorney, will join CARECEN's five 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 Suffolk County
- 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 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 and English required, fluency in other languages a plus

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

Compensation: \$60,000 - \$70,000 annual salary + full medical, dental, vision, disability, and paid family leave insurance, 21 PTO days, 5 health/wellness days, and generous holidays each year

How to Apply: Email a detailed cover letter, resume, and three (3) references to becca@carecenny.org with "ONA Suffolk 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.*