



AMERICORPS JD PROGRAM- New York State Family Security Project

AGENCY DESCRIPTION: Catholic Charities of Onondaga County is a multi-service organization located in Syracuse, NY. The agency's Refugee Resettlement Program serves refugees fleeing war, persecution, and oppression. Since 2012, the Catholic Charities Refugee Resettlement Program has been recognized by the Bureau of Immigration Appeals to provide immigration legal assistance. Four accredited representatives provide this assistance, which is primarily focused on adjustment of status, citizenship, and family reunification.

POSITION SUMMARY:

The New York State Family Security Project will engage 106 law students to serve as AmeriCorps members around the state of New York who are focused on fostering family security and community education through the delivery of high-quality legal services.

AmeriCorps JD: New York State Family Security Project

New York State Family Security Project law student members will improve family stability and community safety in the state of New York through direct immigration legal services or by providing general civil legal services to members of immigrant communities related to issues such as housing, public benefits, family law, and other areas of legal need. They may also support staff attorneys with representing clients in immigration court and before U.S. Citizenship and Immigration Services (USCIS); screening, intake and preparing applications; providing brief legal advice and legal aid; educating the community on the impact of evolving immigration law and policy; and engaging pro bono attorneys to provide legal assistance to immigrants and their families.

Attitude and General Responsibilities

- Support program staff, your supervisor, and administrative staff in duties as appropriate and necessary.
- Consult with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Practice sound health habits, including getting sufficient rest, to effectively perform the position requirements.
- Respect confidentiality of clients, staff, and other AmeriCorps members.

Program leadership

- Make connections with individuals and volunteers in the community for program outreach and program enhancement.
- Assist AmeriCorps members and staff in programming and activities
- Train and assist volunteers when appropriate.

Program-specific duties

1. Assist clients with applications for adjustment of status to Permanent Resident (I-485).
2. Assist clients with applications for naturalization (N-400), and provide education and consultation on the requirements for U.S. citizenship.
3. Assist consulting immigration attorneys with case follow-up, applications, and research as requested.
4. Conduct educational sessions on immigration legal issues for refugees and immigrants, in consultation with agency staff.
5. Assist with applications for family reunification (I-130 and I-730), and follow-up requests for evidence, visa applications, and consular processing.

Citizenship training and responsibilities

- Participate in AmeriCorps training and national service events as required and requested by the New York State Commission on National and Community Service

Program training

- Participate in orientation training.
- Participate in substantive legal issue training as provided by Equal Justice Works

Skill requirements: Essential functions include the ability to:

Work sensitively with individuals from various ethnic and racial backgrounds, protecting client confidentiality and confidentiality of applications. Utilized interpreters as needed for application completion and consultation on individual issues. Complete applications with attention to details, using a colleague to proofread when necessary.

Program Benefits: The New York State Family Security Project AmeriCorps JD program is an AmeriCorps-funded program that provides law students with the opportunity to earn an AmeriCorps education award of \$1,252 that can be used to pay educational expenses or student loans. Students may seek up to \$4,399 in additional compensation for their service, for a total of up to \$5,651 in compensation. The \$4,399 in additional compensation may be funded by a Federal Work Study Award, the student's law school, local bar foundation, and/or other public interest fellowship award. In addition, students are welcome to hold outside employment to supplement their income.

Students must complete 300 hours of service and complete these hours by September 1, 2018 unless prior approval is given by Equal Justice Works. Requirements to serve include completion of a National Sex Offender Public Registry check, state criminal background check(s), FBI Fingerprint criminal background check, and submission of proof of U.S. citizenship or legal permanent residency.

LOCATIONS: The position is located at Northside CYO, 527 N. Salina Street, Syracuse, NY 13208, which is the BIA recognized site.

TO APPLY: Complete an application for employment at <https://www.ccoc.us/> Once you have secured an AmeriCorps JD service placement at your host organization, apply to

be enrolled in the AmeriCorps JD program through our [Student Application Manager](#). More information is available at <http://www.equaljusticeworks.org/ameriCorpsjd>.

Catholic Charities of Onondaga County is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

Application Deadline: June 1, 2018, but candidates are encouraged to apply as soon as possible.