



JOB ANNOUNCEMENT
LEGAL ASSISTANT/CASE MANAGER – MENTAL HEALTH TEAM
TUCSON OR PHOENIX OFFICE
www.firrp.org

THE ORGANIZATION

The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. We strive to counteract systemic injustices that arise in the immigration system due, in part, to the lack of a universal right to representation. Through a range of programs, we provide high-quality legal and social services to the more than 4,500 men, women, and children that are detained in Arizona on any given day. The Florence Project is nationally known for its legal service models, which strive to empower detained individuals and ensure that they have access to justice. The Florence Project also actively supports initiatives for national changes in immigration law and policy.

POSITION DESCRIPTION: LEGAL ASSISTANT/CASE MANAGER - MENTAL HEALTH TEAM

The Florence Project is seeking an individual to join its staff full-time as Legal Assistant/Case Manager on our Mental Health team. This team provides direct representation and social services support to adults with serious mental health conditions who are in immigration removal proceedings. The position will work on a team with attorneys, legal assistants, and social workers to provide legal assistance and case management to detained and formerly detained clients who have been found mentally incompetent by an immigration judge and who are appointed a Qualified Representative by the Immigration Court.

Essential duties include:

- Conduct in-depth client intake interviews
- Visit with clients to obtain initial and follow-up information
- Assist with drafting and reviewing applications for relief from removal
- Investigate and develop evidence to support clients' legal claims, such as drafting client declarations, obtaining witness letters, and obtaining supporting documents including country conditions research
- Communicate with clients' families to obtain supporting documentation for removal and bond
- Communicate with experts or witnesses as needed
- Conduct translations from Spanish to English
- Prepare legal filings and submissions (organize documents, tab, number, and make copies), and mail or submit to the court as needed by the attorneys
- Work with social workers on post-release service plans, contacting service providers and compiling information for release plan
- Accompany released clients to appointments for medical care, counseling, psychiatric intake, housing, employment services and benefits, and ICE check-ins as needed.
- Assist, as needed, connecting clients to supportive services or crisis services
- Assist attorneys and social workers with follow up visits with clients
- Data entry and file management of both electronic and paper files.

This is a full-time position that requires frequent time in detention facilities and immigration courts located in Florence and Eloy, AZ. Additionally released clients may reside throughout Arizona with immigration court in either Tucson or Phoenix. **The Mental Health team is based in our Tucson office, though particularly strong candidates may also be considered for work from our Phoenix office. This position requires regular travel to Florence and Eloy and additional travel for released clients on an as needed basis.**

REQUIREMENTS and QUALIFICATIONS

- Must be fluent or have professional proficiency in Spanish
- Demonstrated commitment to immigrant rights, social justice, or human rights issues
- Demonstrated commitment to serving high risk, high needs individuals; 1-2 years prior experience working with, individuals with severe mental health conditions, survivors of torture, survivors of abuse or domestic violence, homeless individuals, individuals with criminal histories, etc. is strongly preferred. Experience need not have been in a legal setting.
- Demonstrated ability to be a flexible team player
- Strong work ethic with a proven ability to take initiative and work well under pressure
- Strong written and verbal communications skills
- Must be highly organized, have good attention to detail, and be an innovative thinker
- Strong typing skills and proficiency with Microsoft Office Suite, including Word and Excel
- Prior work or internship experience in immigrant rights, human rights, LGBTQ rights, criminal justice, mental health advocacy, or experience working with trauma survivors is a plus.
- Due to regular travel, applicants must have access to reliable transportation.
- Must be able to clear basic background checks and obtain security clearance to enter detention facilities

SALARY AND BENEFITS

This is a full-time, salaried non-exempt position. Annual salary is \$43,000. The Florence Project strives to create and uphold a positive, supportive, and inclusive work environment for staff. We offer excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. After one year of employment, staff members are eligible for the employer matching retirement plan. Paid time off includes one personal day each month in addition to fifteen days of vacation and twelve days of sick/medical leave annually, six weeks maternity-paternity leave (up to twelve weeks total, with option to use personal, vacation, and sick paid time off for unpaid portion), and bereavement leave. The Florence Project observes all federal holidays. After three years of employment, staff members are eligible for an eight week paid sabbatical.

APPLICATION PROCESS

This is an immediate opening. To apply, please email a cover letter, writing sample, and resume with three professional references to jobs@firrp.org, with "Mental Health Legal Assistant" in the subject line. Please include in your email, the name of the publication/website where you found out about this job opportunity. Applications will be reviewed on a rolling basis, and candidates are encouraged to apply early. Only those selected for an interview will be contacted. The Florence Project values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, persons with disabilities, and members of under-represented communities.