

Supervising Attorney: Immigration Program Buffalo, NY Office



The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking a full-time supervising attorney to oversee its Immigration Program, in Buffalo, NY. Immigration work handled by our Buffalo Office includes representation of immigrant victims of crime, including victims of domestic violence and human trafficking, asylum seekers, and other low-income individuals in need of immigration assistance.

This position will work out of our Buffalo, NY office with the ability to work a hybrid remote/in-office schedule after the successful completion of the 3-month introductory period. Office culture values work/life balance with reasonable working hours and discourages weekend work. Generous PTO and benefits.

Duties/Responsibilities:

- Supervise staff attorneys in the Immigration Unit on substantive law issues and case handling issues. Provide training, support, and feedback to attorneys on substantive work product, client interaction, and trial skills
- Oversee client intake and case assignments to staff attorneys and Accredited Representatives
- Supervise paralegal staff, provide training, support, and feedback to paralegals on assignments.
- Handle a variety of immigration work primarily before the Buffalo Immigration Court, U.S. Citizenship and Immigration Services, and the Department of State (National Visa Center)
- Maintain a caseload of immigration cases for victims of crime and human trafficking.
- Assist clients by making referrals to local victim services programs and with safety planning
- Advocacy with law enforcement entities to assist client in reporting crimes to law enforcement and to obtain law enforcement certifications in support of T and U visas, applications for continued presence and deferred action.
- Prepare cases for referral and work with VLP's Pro Bono Team to refer cases to pro bono attorneys and provide follow-up on cases when needed.
- Mentor volunteer attorneys as needed on immigration cases referred out from the Buffalo Immigration Unit.
- Hold monthly case conferences with attorneys in the immigration unit and maintain up to date in depth knowledge of the caseloads of all attorneys under your supervision
- Screen cases for eligibility under NYS SAFE Act to vacate convictions sustained as a result of human trafficking. Prepare vacatur cases to send to Pro Bono Volunteers

- Monitor case management system to ensure files are opened and closed in a timely manner and that all files have appropriate notes and adhere to file maintenance policies
- Assist with grant reporting, as needed
- Conduct community outreach and education
- Train/supervise student interns and community volunteers
- Develop and present CLE/trainings
- some regional travel will be required between our Buffalo office and Batavia office, and occasionally to different locations in the eight counties of Western New York, as needed
- Coordinate VLP's participation in the Western New York Human Trafficking Task Force, the Freedom Network, and the New York Anti-Trafficking Network
- variety of other duties and projects

Requirements/Skills - Required:

- Admitted to practice law
- 3 years of experience handling immigration cases with a focus on humanitarian applications (T visas, U visas, VAWA, asylum) and defensive immigration work
- Experience working with survivors of crime and a commitment to trauma-informed lawyering and client-centered practices
- Knowledge of dynamics of domestic violence and human trafficking
- Organizational skills to track and report required data about the work in a timely and accurate manner
- Ability to work cooperatively with fellow staff and supervisors
- the means and willingness to travel (a driver's license and regular access to a vehicle are required)
- Strong oral and written advocacy skills
- Willingness to work independently while also taking direction and operating as part of a team
- Organizational ability required to juggle many cases efficiently
- Flexibility to handle other tasks which the attorney may be called upon to handle at VLP, such as community outreach and education
- Experience with computers and technology, including Microsoft 365, SharePoint, and electronic case management systems

Requirements/Skills – Preferred:

- Fluency in Spanish
- Demonstrated commitment to representing low-income immigrants
- Knowledge of social service and victim service agencies in the Western New York Area

TO APPLY: Please send a resume, a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Kimberly Lewis, HR, Manager, ECBA Volunteer Lawyers Project, Inc. at kLewis@ecbavlp.com. **Applications will be reviewed as received.** Employment for this position is contingent on a grant funded background check clearing.

Salary/Benefits:

- **Salary** starts at \$90,000 based on years of relevant work experience
- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, paid biennial attorney registration, notary renewal, and CLEs, Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- A respectful work environment with a true **Work/Life balance:**
 - 14 paid holidays
 - 11 vacation days and 2 personal days in year 1
 - 15 vacation days and 4 personal days in year 2
 - Vacation caps at 23 days starting in year 6
 - 10 sick days each year
 - 1 hour paid lunch if working more than 4.5 hours each day
 - flexible work schedules
 - ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
 - discourages weekend work, encourages utilizing PTO

VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.

For information on VLP, see www.ecbavlp.com