



Director - Legal Services

Overview

The Luminus Network for New Americans, formerly FIRN, is a DOJ recognized nonprofit that empowers immigrants and refugees by providing programs and direct services that help them access community resources and opportunities. The **Director - Legal Services** is responsible for direct management of the legal services program, all staff in the department and a portfolio of cases that includes representation of cases before USCIS, EOIR, and the BIA. This is a full-time, non-exempt position.

The Director - Legal Services will contribute to Luminus's growing legal unit with responsibility for day-to-day management of legal programs including intake and case selection process, case management, documentation, fee collection, and grant writing. The Director - Legal Services will maintain immigration and relationship software, report on client outcomes, and monitor staff caseloads; will represent Luminus at legal conferences, provide public education, and serve as a liaison to other service providers; represents clients before EOIR and USCIS; provides orientation and supervision to Luminus staff, DOJ accredited representatives, and legal interns. The Director - Legal Services is a member of the Luminus leadership team.

The Director will be expected to maintain outstanding client relations, have a strong working knowledge of immigration law and related issues, periodically educate the local community about immigration-related matters and Luminus's services, and consult with the CEO and other staff counterparts as needed. Additionally, the Director will be expected to maintain an excellent working relationship with Luminus's entire staff, collaborating with staff outside the legal team as needed to provide holistic support to Luminus's clientele.

Duties include (approx. 40%)

- Implement policies and procedures for case management including intake procedures, case selection and assignment, quality control of legal work, and case file organization
- Maintain a billing and fee collection system and serve as liaison with finance functions.
- Collaborate with other Luminus programs to ensure clients have access to additional non-legal services
- Research and identify grant opportunities and write grant proposals and reports
- Maintain and strengthen software systems and monitor the status of electronic case files
- Provide monthly reports on program outcomes, caseloads, and finances
- Review cases for quality control assuring adequate documentation and legal sufficiency
- Supervise and provide training opportunities for all legal staff

Relevant Direct Services (approx. 60%)

- Screen individuals for relief and determine client eligibility or ineligibility for immigration benefits and counsel accordingly.
- Offer case representation when appropriate, in accordance with the mission and priorities of the organization. Provide appropriate referrals when case representation is not possible.
- Provide internal referrals to clients who present needs not related to immigration legal services.



- Effectively represent and advocate for clients before USCIS, EOIR for Naturalization, TPS, Family Petitions, Adjustment of Status, DACA, U-Visas, T-visas and any other immigration service available that supports the mission of Luminus.
- Maintain all required certifications and/or licenses.
- Attend information and training sessions to remain up to date on current immigration law.
- Network and build relationships with other community-based legal service providers in the area to support LUMINUS's advocacy efforts.
- Assist with implementation of funding from Montgomery County (MD) by engaging in Know Your Rights Presentations; representing some clients in removal; and networking and collaborating with Montgomery County government agencies and non-profits.
- Sustain organizational status with the DOJ by assuring that the organization and its pertinent staff apply/re-apply as necessary for both organization recognition and legal staff re-accreditation.

In addition to the skills above, the Director - Legal Services should be creative and adaptive in meeting the needs of clients in today's political and COVID19 environment, excelling in his/her role as a problem solver as he/she addresses the protection needs of the immigrants we serve.

Education and Experience Requirements

- 3-5 years of experience practicing immigration law, either as an attorney or fully accredited DOJ representative, including representation in immigration court required. This position does not require status as an immigration attorney though this is preferred. If an attorney, must possess a Law Degree from an accredited law school with a license to practice law in at least one state. Within one year of hire, required to pass the certification exam for admission to the Bar of Maryland.
- At least 5 years of supervisory or leadership experience required.
- Proficiency with Microsoft Word, Outlook, Excel and database management.
- Excellent communication, organizational and problem-solving skills.
- Multi-lingual candidates preferred, with a preference for Spanish speakers
- Must be able to travel to other locations for court, training and other business.

Compensation and Benefits

The salary for this position is \$90,000 per annum and includes a benefits package with health, dental, disability and life insurance, and a retirement plan. If you share Luminus's vision and possess the necessary qualifications, please send a cover letter and a resume to mmitchell@beluminus.org.

LUMINUS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing or service in the military.