



Employment Opportunities/ Job Openings

Senior Director of Immigration Legal Services

Catholic Charities Atlanta is seeking a **Senior Director of Immigration Legal Services** to lead a talented team and drive the success of our program. As part of the Senior Leadership Team you will join a professional organization dedicated to working with vulnerable individuals for over 65 years. Must be a licensed attorney and experienced manager who is passionate about helping immigrant populations succeed. Our Senior Director will oversee the financial and operational management of the Immigration Legal Services group including VAWA, LOP, LOPC, General Immigration, and Detention Orientation. Supervise all employees, interns and volunteers. Provide training as necessary, community outreach and ensure adherence to legal standards necessary to deliver services to clients. Actively participate in representing the program with local constituents within the community, local and state officials, as well as organizations that provide interns and volunteers for the program.

Qualifications: Law Degree specializing in immigration law and Licensed in the State of Georgia. Bilingual in English/Spanish is required. Minimum two years of supervisory/managerial experience. Preference for professionals who are experienced in working with multi-cultural populations. Experience working with immigrant populations. Experience with grant writing and reporting.

Specific Responsibilities:

- Monitor changes in immigration laws as they affect the agency and its clients; and train legal staff on these changes and their implications.
- Present cases before the Immigration Service and the Immigration Court, acting as an advocate for the client and providing legal counseling and information.
- Monitor the current level of functioning for the program and assessing the future needs of the program. Identify and implement plans for program expansion and development, in accordance with the agency's strategic plan.
- Oversee the financial management of all programs, which involves compliance with all funding contracts, securing additional sources of revenue including aggressively applying for grants and assisting with all program-related fund raising events. Ensures program adherence to the approved fiscal budget and approved policies (including fee schedule);

and regularly monitors the program's revenue: expenditure ratio as well as the accounts receivable aging report. Initiates appropriate interventions if/when unanticipated variances occur (e.g., cost cutting steps, revenue generating steps, position elimination). Reviews, approves and ensures consistent application of program's fee scale in consultation with the Controller and CEO.

- Track and report benchmarks (employee & compliance) and grantor goals on a monthly basis.
- Establish and maintain partnerships, collaborations and professional relationships within the community. Represents the agency to external customers. Establish collaborative partnerships with other CCA programs to extend program services and increase outreach capacity. Responsible for public advocacy as it applies to program services.
- Provide appropriate levels of supervision to all staff members, volunteers and interns. Ensures personnel have needed training to complete job responsibilities effectively. Monitor employee performance through regular supervision. Initiate appropriate interventions when employee performance fails to meet minimum standards and expectations in accordance with HR policies and procedures.
- Ensure quality of all data collected and reported by the program, including all QI- related information and data required by funders.
- Maintain accuracy and confidentiality of all client records, statistics and files. Ensure that client's rights to privacy are consistently protected.
- Oversee the program's operational policies and procedures. Work with the Director of Performance and Strategic Initiatives to ensure all policies & procedures, forms and curricula maintained in the agency's policies & procedures manual are current and accurate.

Interested candidates should submit a **resume and cover letter** that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@cctlanta.org