

Pro-Bono Attorney (based on contribution by Catholic Charities of Omaha)

Time Requirement: 4 hours a month

Required Skills:

General legal skills and credentials in the area of immigration law (must provide proof); confidentiality awareness; Spanish language helpful.

Job duties/tasks/responsibilities:

1. Provide pro-bono legal support services to Catholic Charities Immigration Legal Services on a monthly basis in the area of U-Visa initial consultations.
 - a. Pre-screen potential clients for U-Visa eligibility.
 - b. Determine U-Visa eligibility.
 - c. Provide client a documentation list that they will need to gather and then call CC-ILAS when they have gathered the remaining documents.
 - d. Write up an Open Case Memo.
 - e. Provide any documents gathered to the program director and brief her on the case.

Important Considerations:

Please note that a program staff member will sign the G-28 and complete work on the case. The volunteer does not retain any ownership over the case and is bound by the agency's confidentiality agreement, forbidding discussion of the case outside of the program. The volunteer agrees to report anything unusual, potentially hazardous, or anything that might need follow-up to the supervisor as soon as possible.