



## **BILINGUAL (SPANISH) IMMIGRATION LAW ATTORNEY**

32 Hours a week, Non-Exempt, Benefits Eligible

### **Position Summary:**

The Bilingual (Spanish) Immigration Attorney oversees the implementation of two grants, one from the California Office of Emergency Services XL grant and one from the Legal Assistance to Victims' (LAV) Grant, a program funded by the Office on Violence against Women (OVW). Through the grant period of two years, ending September 30, 2018, the Bilingual Immigration Attorney provides direct representation of immigrant victims of domestic violence and sexual assault by filing "T" visas, "U" visas and VAWA petitions. The Bilingual Immigration Attorney works closely with the Staff/Managing Attorney and Certified Immigration Law Specialist (LAV only) to provide crucial legal representation to immigrant victims by assisting in their Immigration petitions.

Under the direct supervision of the Staff/Managing Attorney and the Certified Immigration Law specialist (LAV only), the Bilingual Immigration Attorney is responsible for the component of the grant related to providing direct legal services to immigrant victims.

### **Essential Job Functions:**

#### ***1. Program Administration***

- Oversee all grant-based legal services, including legal screenings, direct services, immigration filings/applications
- Advocate on behalf of the client by scheduling meetings with Law Enforcement and related Government agencies to facilitate the application process
- Schedules meetings with collaborative agencies, coordinates with and speaks to other agencies to educate about domestic violence, focusing on the vulnerability of immigration populations, immigration law, and WEAVE resources
- Ensure excellence in direct representation, legal advice and referrals for civil and criminal legal services for sexual assault, domestic violence, dating violence and stalking victims
- Ensure that clients receive comprehensive victim advocacy - including danger assessment, safety planning, crisis counseling, court accompaniment, and assistance accessing community resources
- Review grant reporting requirements and work with Bilingual Legal Advocate to capture required data, pull reports and manage client caseload efficiently
- Develop screening and referral protocols to ensure that 51% of the clients served through the grant are victims of sexual assault

- Provide regular outreach to other community organizations and partners to ensure a steady stream of referrals
- Strategize and track legal outcomes in cases for further review with Staff/Managing Attorney and Certified Immigration Law Specialist on a weekly basis
- Complete required documentation - including monthly reports, grant reports, and administrative paperwork - thoroughly and in a timely manner

## **2. *Direct Service***

- Provide direct legal services to immigrant victims of domestic violence, sexual assault, dating violence and stalking in Sacramento County, including legal representation and consults via phone and in-person appointments
- Manage ongoing client caseload; including preparation of applications for immigration benefits and collection of supporting evidence; perform intake interviews, follow up on requests for evidence and required next steps in cases
- Screen and counsel immigrant victims of sexual assault, domestic violence, dating violence and stalking to determine eligibility for services and appropriate remedies
- Refer immigrant victims to Bilingual Family Law Attorney for assistance with civil legal issues related to Domestic Violence Restraining Orders, Family Law matters and related issues in Landlord/tenant, Employment, and Privacy law matters
- Provide direct representation as counsel of record for high-risk victims with complex cases
- Ensure empowering, professional relationships with clients to create an atmosphere of empathy, safety, and support
- Develop client safety plans and provide appropriate referrals
- Provide legal services to clients at WEAVE's confidential shelter as necessary
- Work to eliminate barriers to service, particularly for victims from historically oppressed communities

## **3. *Best Practices & Grants Compliance***

- Administer the LAV grant's legal services in compliance with standards for service delivery, documentation, and reporting set by Federal laws, California's Domestic Violence and Sexual Assault laws, California State Bar rules and regulations, and protocols from the Office on Violence Against Women
- Oversee the collection and management of grant-based legal services statistical information related to immigration clients
- Ensure the quality of services reflects best practices. Oversee and provide staff training in best practices with regard to the duties of a Bilingual Legal Advocate
- Complete the required Domestic Violence/Sexual Assault Crisis Intervention peer counselor training and required ongoing training to maintain status as sexual assault and domestic violence victim counselor

- Attend OVW sponsored training that supports victim-based interventions and best practices
- Ensure the confidentiality of all immigrant sexual assault, domestic violence, dating violence and stalking victims are protected and consent forms are signed when coordinating services for individuals or families with other entities
- Ensure that all client files and documentation are accurate and complete
- Advocate for the empowerment and independence of victims according to their wishes to the fullest extent possible;
- Document work efforts to develop more effective ways to reach and serve minority and underserved populations
- Carry out special projects and other duties as assigned

### **Qualifications:**

- Member in good standing of the State Bar of California
- 2-5 years' experience as an attorney in the area of Immigration Law, specifically with regard to "T" Visa, "U" visa and VAWA petitions;
- Extensive knowledge of Federal and State laws in Immigration as well as related Domestic Violence, Sexual Assault and Stalking Laws in California;
- Ability to work with immigrant victims of domestic violence, sexual assault, dating violence and stalking, who are in crisis;
- Ability to clearly and simply communicate legal terms and procedures to clients;
- Ability to collaborate with other agencies;
- Excellent oral and written communication skills (Fluent in English and Spanish, positive interpersonal relationship skills, and demonstrated leadership
- Computer proficiency with Microsoft Office applications (Word, Excel, Outlook, PowerPoint), Google applications (Gmail and Google Docs) and online research required. Comfort in computer network environment;
- Adaptability and flexibility while working in a dynamic work environment;
- Must demonstrate respect for diversity in all of its forms - including ethnic and cultural diversity, sexual orientation, gender identity, abilities, and religious backgrounds. Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment;
- Successfully complete WEAVE's 70 hour Peer Counselor Training (PCT) as determined by the Director of Counseling and Outreach (post-hiring requirement)
- Valid California Driver's license, reliable transportation, and current proof of vehicle insurance.

**How to Apply:** For immediate consideration, please submit resume and salary requirements to [careers@weaveinc.org](mailto:careers@weaveinc.org) or fax to Human Resources at 916-443-2371. No phone calls please. For other job or volunteer opportunities at WEAVE, please visit our website at [www.weaveinc.org](http://www.weaveinc.org). WEAVE is an EOE.