



**Position Opening: DOJ Accredited Representative for the Immigrant Victim of Crime Initiative**

**MISSION**

Driven by the Jewish value of welcoming the stranger, HIAS Pennsylvania provides legal, resettlement and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

**JOB DESCRIPTION**

**Job Title:** DOJ Accredited Representative  
**Program:** Immigrant Victim of Crime Initiative  
**Supervisor:** Immigrant Victim of Crime Initiative Supervisor  
**Desire Start Date:** Immediately  
**Salary:** This is an exempt position; salary is commensurate with experience.

**General Position Description**

HIAS Pennsylvania seeks a DOJ Accredited Representative (accreditation training is offered for non-accredited applicants) for the Immigrant Victim of Crime Initiative to provide culturally and linguistically appropriate outreach and direct legal immigration services to immigrant survivors of serious crimes.

The candidate should have a bachelor's degree. LL.M graduates are encouraged to apply. Spanish language fluency is required. The ideal candidate will also have had prior experience working with immigrant survivors of crime and/or U visa applications. Prior experience with a public interest organization is preferred.

The work is multi-faceted and includes counseling immigrant victims of crime on eligibility for immigration relief and outreach to immigrant communities regarding the following issues:

**Primary Responsibilities:**

**Consultation and Direct Representation:** provide immigration consultations and legal representation to immigrant victims of crime in Philadelphia County, and the following:

- Immigration assistance including collecting necessary paperwork and documentation for special visa applications and completing and filing these applications;
- Individual advocacy with various stakeholders;
- Act as a liaison between the victim and the Police Department, the District Attorney's office or other social service agencies;

- Assist with obtaining necessary documentation needed for special visas and other immigration relief;
- Provide support to the victim and advocate on behalf of the victim during interviews and subsequent contact with law enforcement agencies;
- Participate in PCCD, diversity and other appropriate trainings;
- Develop and maintain professional relationships with court, police, community groups, social service and agency employees;
- Translate written materials as needed;
- Advise victims of their eligibility to file for Victim Compensation Assistance Program claims and provide appropriate referrals;
- Offer (rare but occasionally) home visiting for victims unable to come into the office.
- Provide public presentations to identify crime victims;
- Keep comprehensive statistics on all of the above services; and
- Other duties as assigned.

**Community Outreach and Education:** participate in presentations to immigrant communities in Philadelphia County on immigration issues and social programs affecting immigrant victims of crime, such as:

- Immigration assistance;
- Victims Compensation Assistance;
- The Criminal Justice Process;
- Victim Rights; and
- Legal and Social services available to victims.

**Networking and Training of Community Partners:** provide regular trainings on immigration matters to organizations serving immigrant victims of crime in Philadelphia County. Participate in existing collaborative networks serving immigrant victims of crime in Philadelphia County.

**Administrative:** engaging in ongoing grant compliance activities, and daily client service data management; maintain clear and detailed records to facilitate reporting and case management.

### **Qualifications:**

The candidate should be passionate about HIAS Pennsylvania's mission and history and have a demonstrated ability to work with diverse collaborators and stakeholders. In addition, the candidate should possess:

- Bachelor's Degree (strongly preferred) or equivalent combination of education and work experience required; or
- LL.M graduates with a background in immigration law are encouraged to apply;
- DOJ Accredited Representative preferred; if not accredited, individuals are required to take 40 hours of training with the goal of becoming accredited once hired;
- **Required Bi-lingual Spanish-English language skills**
- Immigration legal service experience and/or combination of education and work experience with immigrant victims of crime – 1 year minimum prior experience preferred;
- Passion for working in a diverse community;
- Excellent organizational and time management skills;
- Ability to work independently/collaboratively;

- Excellent oral and written communication skills; and
- Proficiency in Microsoft Office and Excel applications and database management.

*HIAS PA is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.*

This is an exempt position; salary is commensurate with experience. Employment package includes comprehensive health care insurance coverage, 403(b) retirement account, and very generous paid holiday leave and vacation provisions.

If you are interested this position, please send a cover letter and resume in pdf form to Yvonne Leung at [yleung@hiaspa.org](mailto:yleung@hiaspa.org)