



JOB DESCRIPTION

Job Title: Paralegal
Program: Domestic Violence Initiative (DVI)
Supervisor: Domestic Violence Initiative Attorney
Salary: Commensurate with experience

Applications will be received on a rolling basis until the position is filled. The successful applicant must be ready to start ASAP.

ABOUT HIAS PENNSYLVANIA

Driven by the Jewish value of welcoming the stranger, HIAS (the Hebrew Immigrant Aid Society) PA provides legal, resettlement and supportive services to immigrants and refugees from all backgrounds in order to assure their fair treatment and full integration into American society.

HIAS Pennsylvania is one of the largest non-profit immigration legal service providers in Pennsylvania. With a current staff of 14 attorneys and 7 accredited representatives, the organization assists low income immigrants with adjustment of status, removal defense, family unification, citizenship, and asylum applications. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied and abused youth.

GENERAL POSITION DESCRIPTION

We seek a paralegal to help support the legal services programming of the agency. The paralegal will provide direct case support to two DVI attorneys who provide legal services to survivors of interpersonal violence and sexual assault. The candidate should have a college degree or equivalent combination of education and relevant work experience. Spanish language fluency is required. The candidate must also have a valid driver's license. Prior experience working in a legal services agency is preferred. The ideal candidate will also have had prior experience working with immigrants and/or victims of interpersonal violence or sexual assault.

PRIMARY RESPONSIBILITIES

The paralegal will provide support to the staff attorneys in their direct legal representation of immigrant survivors of interpersonal violence and sexual assault. Responsibilities include:

- Draft immigration forms, including requests for fee waivers, work permit renewals, and requests for U Nonimmigrant status certification forms under the direct supervision of the responsible attorney;

- Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case;
- Assist clients and attorneys with collection of key evidentiary documents in support of case;
- Draft client statements and witness statements, under the direct supervision of the responsible attorney;
- Collaborate with social service partner agency regarding social services needs and referrals;
- Conduct initial screening of client referrals;
- Maintain case files and data entry in case management database;
- Manage up-to-date waitlist of clients in need of services;
- Provide other general administrative support to attorneys, where appropriate.

QUALIFICATIONS:

The Candidate should be passionate about HIAS PA's mission, understand the organization's roots in and relationship to the Jewish community, 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;
- Bi-lingual in English and Spanish (required);
- Excellent verbal and written communications skills (please provide a writing sample);
- Proficiency in Microsoft Office applications, Google Drive, database management, and internet;
- Excellent organizational and time management skills;
- Ability to work independently and within a team while working with diverse professional and human service workers;
- Ability to pay close attention to detail;
- High degree of skill in completing detailed reporting requirements;
- Self-starter willing to take initiative to find creative solutions to challenges facing clients that arise in the course of representation;
- Flexibility within the position's roles and responsibilities when working as a part of a team;
- Ability to work with diverse populations and sensitivity to the needs of trauma survivors;
- Applicants must possess a valid driver's license and be willing to drive to Chester County twice a week to meet with clients. Travel expenses will be reimbursed by the agency;
- Prior experience working in a legal services organization with immigrants and/or survivors of interpersonal violence preferred;
- A valid driver's license.

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

HIAS Pennsylvania 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.

Please send cover letter, writing sample and resume in pdf form to Stephanie Costa, Domestic Violence Initiative Supervising Attorney at scosta@hiaspa.org. No Phone Calls Please.