



JOB DESCRIPTION: IVOC LEGAL ADVOCATE

Job Title: IVOC Legal Advocate, Accredited Representative
Program: Immigrant Victim of Crime Initiative (IVOC)
Supervisor: Immigrant Victim of Crime Initiative Program Manager
Status: Full time, 35 hours a week
Salary: \$40,500 to \$46,500 (Entry level - commensurate with experience)
\$47,000 to \$53,500 (Mid level - commensurate with experience)

Applications will be accepted and reviewed on a rolling basis until the position is filled. Interested applicants are invited to send a cover letter and resume to humanresources@hiaspa.org with the title of the position as the subject of the email. No phone calls, please. The successful applicant must be ready to start ASAP.

MISSION

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

Summary of Position:

HIAS Pennsylvania's Immigrant Victim of Crime (IVOC) Program provides legal services to immigrant victims of violent crimes. The Legal Advocate will provide high quality legal services to victim immigrants eligible for U nonimmigrant visas, and other applicable forms of relief. Spanish language proficiency is required. The ideal candidate will also have a strong interest in working with immigrants of any age and background and experience serving victims of trauma or other vulnerable populations. Work is in office with the option to work remotely two days per week.

Primary Responsibilities:

Consultation and Direct Representation: provide immigration consultations and legal representation to immigrant victims of crime. The focus of the legal representation will include: U Nonimmigrant visa applications for immigrant victims, their relatives and other forms of immigration benefits available. The tasks involved include the following:

- Draft and file immigration forms, including requests for fee waivers, work permit renewals, U visa applications, adjustment of status applications, work permits;
- Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case;
- Immigration assistance including collecting necessary paperwork and documentation for special visa applications and completing and filing these applications;
- Collaborate with social service partner agency regarding social services needs and referrals;
- 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;
- 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 occasional) home visiting for victims unable to come into the office.
- Provide public presentations to identify crime victims; and
- Additional assignments as required by the funder and/or the needs of the program.

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 training on immigration matters to organizations serving immigrant victims of crime in Philadelphia County. Participate in existing collaborative networks serving immigrant victims of crime.

Administrative: engage 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 roots 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;
- LL.M graduates with a background in immigration law are encouraged to apply;
- Previously Accredited Representatives preferred; if not accredited, individuals are required to take 40 hours of training with the goal of becoming accredited (Applicants with more than six years of experience as Accredited Representatives will be considered at the higher salary range);
- Bi-lingual Spanish-English speaking skills (required);
- A minimum of one year's experience with immigration legal services and/or combination of education and work experience with immigrant victims of crime (strongly 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;
- Proficiency in Microsoft Office and Excel applications and database management; and
- Must be fully vaccinated against COVID-19 virus unless granted an exemption for medical or religious beliefs.

How to Apply:

Please send a cover letter and resume in PDF format to humanresources@hiaspa.org and make the title of the position the subject of your email. No phone calls please.

Benefits:

This is an exempt position. Employment package 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 applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.