



## **Job opening: Paralegal, Domestic Violence Program**

**Job Title:** Domestic Violence Program (DVP) Paralegal  
**Supervisor:** Domestic Violence Program Attorneys  
**Salary:** Salary range \$48,000 - \$50,000 (commensurate with experience)

### **Overview**

**HIAS Pennsylvania's Mission:** 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 PA is recognized by the Executive Office of the Immigration Review (EOIR) of the Department of Justice as a voluntary agency permitted to host immigration specialists known as accredited representatives who can provide immigration legal services. HIAS PA is one of the largest non-profit immigration legal service providers in Pennsylvania. The organization assists low-income immigrants with adjustment of status, removal defense, family reunification, citizenship and asylum. HIAS PA prioritizes providing services to vulnerable populations including survivors of domestic violence and unaccompanied and abused youth.

### **Position Description**

We seek a paralegal to help support the legal services programming of the agency. The paralegal will provide direct case support to DVP staff who provide legal services to survivors of domestic 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. 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 domestic violence, sexual assault, or other forms of trauma.

### **Primary Responsibilities**

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

- Draft immigration forms related to various types of domestic violence-based benefits, like U visas and VAWA Self-Petitions, 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;
- Prior experience working in a legal services organization with immigrants and/or survivors of interpersonal violence preferred;
- A valid driver's license;
- Proof of vaccination.

*HIAS Pennsylvania is working in person three days per week and permits two days per week of remote work.*

**Non-discrimination statement:** 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.

*Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.*

**Benefits:** 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.

**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.

To apply, please send cover letter, writing sample and resume in PDF form to Stephanie Costa, [scosta@hiaspa.org](mailto:scosta@hiaspa.org). Please also note that applications will be reviewed on a rolling basis until the position is filled.