



Posting Date: November 1, 2024

Position Title: Paralegal Legal Advocate – Immigration

Classification: Full-time, Non-exempt

Location: In-person – Rockland County, NY – New City, NY

Reports to: Director of Immigration & DEIB

Anticipated Start Date: ASAP

The Paralegal Legal Advocate – Immigration is responsible for serving citizen and non-citizen survivors of domestic violence, sexual assault and human trafficking. The Paralegal Legal Advocate should be committed to the mission of the agency and will provide clients with high standards of legal services in a way that is client centered. The Paralegal Legal Advocate must have strong oral and written advocacy skills; be proactive, organized and responsive to deadlines; be culturally competent; and collaborate well with other departments within the organization in addition to external partners and stakeholders. This position is a full-time, non-exempt position that reports to the Director of Immigration & DEIB. Bilingual Spanish skills preferred.

YOU'LL BE RESPONSIBLE FOR:

- Providing telephone screenings and in-person intake appointments with clients.
- Providing substantive paralegal support to the Family & Immigration Court practice including, but not limited to, drafting guardianship/custody and special findings petitions, filing documents and helping clients with income affidavits.
- Providing substantive paralegal support to the Immigrant Rights practice including, but not limited to, preparing immigration forms, gathering supporting documentation, drafting affidavits and sending out law enforcement certification requests.
- Providing legal advocacy and potential accompaniment and translation with local and/or federal law enforcement for victims and survivors.
- Providing biweekly legal office hours in high-risk school districts for potential intake and pre-screening and providing referrals for consultations.
- Coordinating client services with other agency programs, including advocates from the Shelter, domestic violence, sexual trauma and human trafficking programs.
- Participating in working groups and anti-human trafficking task forces that seek to improve access to justice; coordinating a community-wide response to domestic violence, sexual assault and human trafficking; raising standards of practice and services to survivors; and building legal capacity in our community.
- Participating in community outreach, education and Know Your Rights workshops.
- Preparing and maintaining statistics, reports and case records.
- Any additional duties as needed to represent and support victims and the agency.

YOU MUST HAVE...

- Paralegal Certificate or B.I.A. accreditation strongly preferred. Direct experience doing Paralegal work preferred.
- Experience working with diverse communities.
- Commitment to the public interest, to high standards of legal practice and to client-centeredness.
- Excellent research, writing and oral advocacy skills.
- Ability to analyze the probable outcomes of cases, using knowledge of legal precedents.
- Strong organizational and time management skills.
- Ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Ability to work collaboratively in a multi-disciplinary environment.
- Proficiency with word processing and database.
- Fluency (speaking, reading and writing) in both English and Spanish is preferred.
- The ability to attend all agency-required trainings, including a weeklong onboarding training at the Residential Shelter.
- While performing the duties of the job, you must possess the ability to communicate with staff and clients.
- A valid driver's license and access to reliable, insured transportation are required.

YOU'LL BE SUCCESSFUL IF... As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

TEAM OVERVIEW: The Center's Paralegal Legal Advocate role is a key position within the Legal Services team. The attorney works closely with our colleagues in all of the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our [mission, values and vision](#).

ORGANIZATIONAL OVERVIEW: At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

GREAT BENEFITS AND PTO PACKAGE: The Center’s employees enjoy a generous health benefits package that includes medical, dental and vision care. We offer additional benefits at no cost to the employee, which reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a comprehensive PTO plan that includes a minimum of 34 days and 12 holidays. 401k available.

SALARY: \$58,000–\$63,000 (depending on experience and language proficiency)

APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE. Applicants may **email, mail or fax resume** and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission and how your experience aligns with the requirements of the CASS Department and Training Outreach Education and Social Change.

Email: humanresources@centersc.org

Subject line must read: Paralegal Legal Advocate – Immigration

Mail: Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956

Fax: (845) 634-3396

Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center’s policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.