



Position: Legal Victim Advocate, Bilingual Spanish
Available: January 21, 2018

Mission

Tapestri Inc. is dedicated to ending violence and oppression in refugee and immigrant communities, using culturally competent and appropriate methods. As advocates for immigrant and refugee families affected by domestic violence, sexual assault and exploitation, Tapestri Inc. is committed to using education, community organizing, direct services and advocacy to improve the lives of those it serves.

General Description

The Legal Victim Advocate conducts initial assessments with domestic violence clients to identify existing or anticipated legal issues, and provides education, referrals, and resources to support clients. This person educates clients on their legal options available and works with the client to achieve the legal goals that the advocate and client have created. The Legal Victim Advocate provides legal representation to victims of domestic violence in family law matters, performs all job functions in a manner that is trauma informed, culturally competent, and consistent with Tapestri's mission, values, philosophy, and policies. Provides comprehensive consultations and representation to survivors of domestic violence on a range of immigration matters, including VAWA self-petitions, U and T Visa petitions, and Adjustment of status

Responsibilities

- Performs legal work with very limited review, oversees entire matter files from case initiation, case strategy/planning, including regular status conferences with clients throughout the process until successful completion of the case;
- Meets with clients to determine case strategy based on their goals and the law.
- Represents clients at USCIS interviews; prepares case strategy and clients/witnesses for court/USCIS testimony; oversight of court hearings and USCIS interviews;
- Drafts, reviews and files appropriate immigration applications, such as VAWA, U-Visas, etc.
- Responsible for legal operations consistent with Tapestri's mission and principles while playing a key role in managing client relationships.
- Communicates with third parties, courts, and opposing counsel, delegating to Legal Team when appropriate;
- Provide legal advice and counsel on domestic violence, sexual assault and stalking-related matters, including civil protection orders, family law matters, crime victim rights advocacy and related immigration matters;
- Represent Tapestri at local coalition meetings and participate in local and national advocacy initiatives;
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws and regulations;
- Engage with domestic violence providers to coordinate service delivery and identify/address issues that have an impact on victims
- Provide legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution and representation of clients in administrative and judicial proceedings
- Provide information to victims of domestic violence about the laws, resources, and services available.
- Attend court with clients to provide emotional support as appropriate.
- Document all interactions with clients and follow up with appropriate documentation in

files- accurately and within agency deadline requirements.

- Provide all the above in Spanish and English, with competency of cultural background
- Other duties as assigned
- Abide by professional confidentiality guidelines of organization.

Required Qualifications

- J.D. or LL.M. from accredited law school;
- Fluency in written and spoken English and Spanish;
- Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and survivors of domestic violence, sexual assault, stalking or other trauma;
- Excellent oral and written communication skills;
- Experience working with domestic violence survivors required
- Ability to work independently and as part of a diverse multidisciplinary team; and
- Must have the ability to work with clients facing difficult immigration issues
- Interpersonal and organizational skills of the highest caliber; as well as excellent writing, research and analytical skills are required;
- Prior experience in the relevant practice areas or in working with immigrant populations will be weighed favorably.
- Family Law and Immigration Law experience required
- Second language is required
- Must possess excellent legal and community partnership skills and be computer literate (Microsoft Office 365);
- Valid Georgia automobile license, use of own auto, and proof of insurance necessary;
- Basic knowledge of the criminal justice system and victimology
- Ability to demonstrate sensitivity to the cultural/ethnic diversity of the service population and the needs of special populations

Knowledge, Skills and Abilities

- Effective oral and written communication skills.
- Strong interviewing skills to accurately assess client needs.
- Knowledgeable about immigration law specifically VAWA, UVISA, Adjustment of status
- Strong networking and interpersonal skills to assist in the development of strategic partnerships and collaborative projects.
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds & demonstrated ability to serve individuals from diverse cultural backgrounds.

Application Process

- Please submit your resume and cover letter to limia@tapestri.org