

Legal Advocate/Attorney ~ Multi-Ethnic Domestic Violence Project (MEDOVI)

Job Description: Advocate – Direct Services – Statewide

Status: Full-time Professional

The Women's Law Center of Maryland, Inc. (WLC) is a feminist, non-profit membership organization committed to assuring equal rights for women. The MEDOVI Project provides free immigration legal services to Maryland residents who are foreign-born victims of domestic violence, human sex trafficking, intimate partner stalking and/or sexual assault.

JOB DESCRIPTION:

1. Conduct in-depth client intake interviews with foreign-born victims of domestic violence, primarily from the Spanish-speaking community but throughout the world, to prepare applications for VAWA Self-Petition cases, U-Visa cases, and T-Visa cases, among others.
2. Provide information to foreign-born victims of domestic violence about legal remedies and resources, including information about the immigration process and the availability of Protective Orders.
3. Provide information to Spanish-speaking and foreign-born victims of domestic violence about available community services and agencies. Provide follow-up services and referrals to clients.
4. Conduct community outreach and education in the Spanish-speaking community and other foreign-born communities regarding legal options available for victims of domestic violence within those communities.
5. Give presentations on MEDOVI's immigration services.
6. Provide general support to Project Director in case management duties and responsibilities.
7. Translate various documents from Spanish to English and English to Spanish, when necessary.
8. Develop and maintain relationships with service providers of all types within the Spanish-speaking community. Where applicable and as time permits, attend and participate in committees and task forces concerned with domestic violence, human sex trafficking and sexual assault.
9. Advocate on behalf of clients with representatives of the criminal justice system and accompany clients to criminal proceedings and family law cases, when necessary.
10. Participate in preparation of reports to grantors and requests for new funding. Maintain project files.
11. Provide legal advocate services to Spanish-speaking POARP (Protective Order Advocacy and Representation Project) clients as need arises and resources allow.
12. As part of the WLC team, participate in project membership and development.
13. Other duties as assigned.

COMPENSATION:

1. Mid to high 30s depending on experience
2. Benefits include health insurance coverage, simple IRA, paid vacation and sick leave

3. Parking subsidy

REQUIREMENTS:

1. Must be fluent in Spanish.
2. Experience working with victims of domestic violence and sexual assault preferred.
3. Familiarity with Maryland court systems preferred.
4. Bachelor's Degree, JD or equivalent preferred. Education requirements may be substituted with relevant work experience.
5. Must be committed to public service and to providing excellent legal services to all clients.
6. Familiarity with immigration processes preferred.
7. Must understand the issues facing foreign-born victims of domestic violence and sexual assault, and have respect for the role a victim's culture and ethnicity may have on a case.
8. Must have excellent judgment and strong interpersonal skills. Must be well organized, creative, empathetic, and people oriented.
9. Must have excellent written and oral communication skills. Public speaking experience preferred.
10. Must have demonstrated ability to handle multiple professional projects simultaneously and thoroughly without close supervision.
11. Be able to work independently towards MEDOVI's.
12. Must be flexible and a team player.
13. Must have own transportation to travel throughout the state.

To apply: send resume, cover letter, and references to:

Laure Ruth

Legal Director

The Women's Law Center of Maryland, Inc.

305 West Chesapeake Avenue

Suite 201

Towson, Maryland 21204

Via Email: lruth@wlcmd.org or FAX: 410-321-0462

Position open until January 28, 2014.