Subject: FW: CONNECT JOB OPENING: Legal Advocate (LAP)

Date: Tuesday, July 23, 2013 12:10:40 PM Eastern Daylight Time

From: Sarah Dion



- - C O N N E C T - JOB OPENING - LEGAL ADVOCATE LEGAL ADVOCACY PROGRAM (LAP)

Dear Potential Employee,

CONNECT is an innovative domestic violence program that combines violence prevention and early intervention strategies with direct services to survivors of intimate partner violence. Join CONNECT's legal team to support survivors in determining their own paths to safety by making legal information accessible, connecting survivors to necessary services, and advocating for systemic change.



The Legal Advocate duties include providing legal information, advocacy and services to victims and survivors of domestic violence. Clients access our services through a variety of CONNECT's innovative legal programs including the Legal Advocacy Helpline, Coordinated Action Against Violence Program and the Immigration Project. CONNECT serves survivors from all five boroughs that need assistance with the police, courts, immigration and other legal systems.











Legal Advocate duties may include the following:

- Answer Helpline phone calls and give information and referrals as needed;
- Provide legal advocacy to clients including: assisting with filing for orders of protection and assisting with other family court procedures; obtaining copies of court documents; assisting with criminal investigation and trial preparation of the victim/witness; and advocating with the District Attorney's office, Administration for Children Services, NYPD and other attorneys;
- Support the supervising attorney in the preparation of immigration petitions (VAWA Self Petitions, Applications for U Nonimmigrant Status, Battered Spouse Waivers, and Green Card and Naturalization applications) by performing intake and assessment, interviewing clients, drafting affidavits, collecting supporting evidence, drafting forms and providing any necessary follow-up services;
- Provide trainings and presentations on domestic violence and legal systems to service providers and community members;
- Attend collaborative meetings with partnering agencies within the criminal justice system, civil legal services and community-based organizations;
- Provide clients with crisis









counseling, long-term supportive services, immigration representation, benefits, child witness services and other legal representation;

- Assist clients with safety planning, shelter placements and housing transfers;
- Maintain accurate records and client databases.

Preferred Qualifications:

- Experience in the field of domestic violence or gender violence as an employee, intern or volunteer;
- Experience and familiarity with immigration law;
- Experience working directly with crime victims and trauma victims from diverse backgrounds;
- Interest and experience in social justice, anti-violence and anti-racist movements;
- Bachelor's Degree and a minimum of two years experience working in a related field;
- Strong oral and written communication skills;
- Fluency in English and proficiency in Spanish is necessary. Familiarity with other languages such as French, Hindi, Arabic, Korean or Mandarin is helpful;

Ability to work in a fast-paced, multitasking environment independently and as part of a team.

Salary commensurate with experience and competitive with similar organizations; great

benefits!

To apply, Fax or email cover letter and resume attention to

Kerry Toner 212-683-0016 or

CONNECT.legal.advocate@gmail.com

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