

Legal Advocate ~ 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 legal representation, legal advice, information and referrals to foreign born victims of domestic violence regarding immigration issues.

JOB DESCRIPTION:

1. Conduct in-depth client intake interviews with foreign-born victims of domestic violence, primarily from the Hispanic community, to prepare applications for VAWA Self-Petition cases, U-Visa cases, and T-Visa cases.
2. Provide information to Spanish-speaking and 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 Hispanic community and other foreign-born communities regarding legal options available for victims of domestic violence within those communities.
5. Provide general support to Project Director in case management duties and responsibilities.
6. Develop and maintain relationships with service providers of all types within the Hispanic community. Where applicable and as time permits, attend and participate in committees and task forces concerned with domestic violence and foreign born victims of domestic violence.
7. Advocate on behalf of clients with representatives of the criminal justice system and accompany clients to criminal proceedings when necessary.
8. Participate in preparation of reports to grantors and requests for new funding. Maintain project files.
9. Provide legal advocate services to Spanish speaking POARP (Protective Order Advocacy and Representation Project) clients as need arises and resources allow.
10. As part of the WLC team, participate in project membership and development.
11. Other duties as assigned.

COMPENSATION:

1. Starting in the mid 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 preferred.

3. Bachelors Degree or equivalent preferred. Education requirements may be substituted with relevant work experience.
4. Must be committed to public service and to providing excellent legal services to all clients.
5. Familiarity with immigration processes preferred.
6. Must understand the issues facing foreign-born victims of domestic violence and have respect for the role a victim's culture and ethnicity may have on a case.
7. Must have excellent judgment and strong interpersonal skills. Must be well organized, creative, empathetic, and people oriented.
8. Must have excellent written and oral communication skills. Public speaking experience preferred.
9. Must have demonstrated ability to handle multiple professional projects simultaneously and thoroughly without close supervision.
10. Must be flexible and a team player.
11. Must have own transportation.

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

Laure Ruth

Legal Projects Manager

The Women's Law Center of Maryland, Inc.

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