



Job Title: Legal Advocate
Department: Resettlement and Resource Navigation
Schedule: 40-hour work week, primarily Monday – Friday, 9:00 AM to 5:00 PM with occasional evening and weekend events
Supervisor: Women’s Program Sr. Coordinator
Exemption Status: Full-time, Non-Exempt

GENERAL DESCRIPTION

The Legal Advocate provides information and education to refugee and immigrant communities on topics related to gender dynamics, family violence prevention, and U.S. legal rights and responsibilities. Informs of services available to victims of violence; educates mainstream service providers about refugee/immigrant communities. Advocates for rights, provides crisis intervention and follow-up services.

KEY RESPONSIBILITIES

- Provide refugee and immigrant communities with information about specific legal processes and options available to them through the civil and criminal legal systems.
- Organize community education: speak at meetings, facilitate workshops, and distribute written materials. Topics include but are not limited to building positive relationships, violence prevention, and U.S. and State law as it pertains to individual rights and responsibilities.
- Develop strategies for successful communication of program’s purpose to specific groups, primarily adult males and young men in refugee/immigrant communities.
- Facilitate support groups as assigned.
- Provide support, information and advocacy to refugee/immigrants involved in criminal or civil court proceedings and/or issues related to citizenship.
- Provide assistance and referrals to legal aid agencies and/or agencies specializing in immigration issues.
- Provides client referrals to social service agencies as needed.
- Participate in various coalition activities; attend meetings as required.
- Coordinate the completion and submission of all required reports.
- Perform other duties and assignments as required.

SKILLS AND COMPETENCIES

Required:

- Sensitivity to all cultural backgrounds, religion and nationalities.
- Good interpersonal and public speaking skills.
- Willingness and ability to speak in public.
- Good written and verbal communication skills.
- Must be responsible and punctual.
- Maintain a valid Driver's license and insured vehicle.
- Computer competency in MS Windows, MS Word.
- Submit to criminal background check.
- High school diploma/equivalency and/or experience working with refugees.

Preferred:

- Knowledge of counseling techniques, legal options, and existing resources.
- Knowledge of specific needs of refugee/immigrant victims of violence.
- Experience working with refugee/immigrant issues.
- Ability to interpret and translate fluently from English to at least one refugee language and vice versa.

COMPENSATION

This is a full-time, salaried position with a salary range of \$29,000 - \$33,000 based on experience. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

To apply please email your resume and cover letter to careers@newamericanpathways.org. No phone calls please.

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