



Crime Victims Legal Assistance Paralegal

YONKERS, NY - FULL TIME, NON-EXEMPT POSITION

Empire Justice Center, a highly respected, statewide legal services organization, is seeking a Crime Victims Paralegal to join our team. The Crime Victims Paralegal will be a critical member of a newly created Crime Victims Advocacy Project. The aim of this project is to provide civil (non-criminal) legal assistance in a range of substantive law matters to crime victims.

The Empire Justice Crime Victims team will include staff in Westchester, Rochester and Central Islip. The paralegal in Westchester will support the Westchester Crime Victims attorney.

Each Crime Victims paralegal will act as part of the overall statewide team, participating in client representation, community outreach, required data reporting and assessments. Each paralegal will be supervised by the Crime Victims Attorney in their office.

PRIMARY RESPONSIBILITIES OF THE CRIME VICTIMS PARALEGAL WILL INCLUDE:

- Conducting intake for crime victims seeking legal assistance, being prompt in returning client telephone calls or emails and tracking documents and ensuring case management systems are appropriately utilized and individual case data is up to date on all clients
- Participating as requested in the overall Crime Victims Legal Network (CVLN) and ensuring that all referrals from CVLN are handled promptly and appropriately
- Making appropriate referrals as needed for crime victims seeking services not provided by Empire Justice
- Under the supervision of the Crime Victims attorney, assisting in the representation of clients
- Completing all work in a timely manner, meeting or exceeding caseload targets required by grant sources
- Working with community groups, conducting outreach on the availability of services and helping to develop and distribute community education materials
- Developing a thorough understanding of the Crime Victims Project and the general requirements for grant reporting

- Actively participating in the overall Crime Victims Project team and the work of the overall Practice Group as assigned and to otherwise be an active member of the organization
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Demonstrated commitment to providing civil legal assistance to those in need
- A highly motivated individual interested in assisting victims of crime
- Excellent written and oral communication skills
- Ability to organize, plan, prioritize, meet deadlines, and work under pressure
- Flexibility and experience working as a team
- Ability to respond to cultural differences among organizations, client population, and staff

DESIRED SKILLS AND QUALIFICATIONS

- Bi-lingual in Spanish strongly desired required
- Depending on location and focus (as noted above), working knowledge of immigration, consumer, employment and/or family law
- Strong client communication skills including learning to deal with “difficult” clients
- Be experienced in interviewing and counseling clients, preferably in both English and Spanish
- Be willing and able to travel to serve clients in a geographically wide-spread area
- To work well both independently and as a member of a team of attorneys, paralegals, and support staff

SALARY AND BENEFITS

Salary is commensurate with experience and based on the organization's salary scale. Empire Justice Center offers a generous benefits package, including health insurance, pension and life insurance, vacation, holiday, personal and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse work force. People of color, women, persons with disabilities, persons who are elderly, gay, lesbian, bisexual and transgender are welcomed and encouraged to apply.

TO APPLY:

Applications will be accepted until the position is filled. If interested e-mail a cover letter, resume, writing sample and three professional references to: employment@empirejustice.org Please include, **Crime Victims Paralegal Yonkers, First/Last Name** to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

Crime Victims Paralegal
employment@empirejustice.org