



## **Crime Victims Attorney**

### **WESTCHESTER, NY - EXEMPT POSITION**

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

We anticipate hiring a team of two staff (one attorney and one paralegal) to work on this project in Westchester joining our current staff of immigration lawyers. The Crime Victims Attorney in the Westchester office will also work as a part of a multifaceted team of Crime Victim attorneys and paralegals to be hired in our Rochester and Long Island offices that together will develop these new services. The focus of the positions in our Westchester office will be on serving immigrant victims of crime.

Each Crime Victim Attorney will be supervised by the Project Manager Attorney and will work as part of the overall statewide team, participating in program development, required data reporting and assessments and will supervise the paralegal assigned to this project, offering mentoring and ensuring professional development opportunities

The attorney will be based in our Yonkers office.

#### **PRIMARY RESPONSIBILITIES FOR THE CRIME VICTIM ATTORNEY WILL INCLUDE:**

- Providing direct representation to immigrant victims of crimes in:
  - U Visa and Violence Against Women Act (VAWA) self-petitions, including administrative appeals
  - Removal proceedings, including appeals
- Provide legal advice, assistance, and accompaniment of clients to family court while representing victims of crime who are in need of legal services
- Active participation in the community through outreach and engagement with community organizations. Assisting clients in obtaining relief under the Crime Victim Compensation Act
- Identify, develop, and implement advocacy strategies to address systemic legal problems
- Provide counseling, advice, and other brief services and referrals
- Ensure compliance with funding requirements
- Interacting, communicating, and managing relationships with legal professionals
- Monitoring the progress and outcome(s) cases

- May organize seminars, workshops, and training as needed
- Possible supervision of interns
- Data management and statistical recording.
- Participate in on-going professional development and training activities.
- Other duties as assigned

## **QUALIFICATIONS**

### Required

- Juris Doctor and admitted to practice in New York
- Demonstrated commitment to public interest or pro bono work
- Have at least five years relevant legal experience; experience representing immigrants as part of a law school legal clinic or other setting may be counted towards this requirement
- Possess excellent legal writing and analytical skills, able to meet tight deadlines, and capacity to work both independently and as part of a team
- A highly motivated individual interested in assisting victims of crime
- 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
- Be willing and able to travel to serve clients in a geographically wide-spread area
- Working knowledge of immigration law

### **\*Bi-lingual in Spanish required**

### Preferred

- Supervisory experience and a demonstrated interest in developing the skills of other team members
- Be experienced in interviewing and counseling clients, preferably in both English and Spanish
- Experience working with victims of crime.

## **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](mailto:employment@empirejustice.org) Please include, **Westchester Crime Victims Attorney, First/Last Name** to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

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[employment@empirejustice.org](mailto:employment@empirejustice.org)