



## **Nebraska Coalition to End Sexual and Domestic Violence**

**Job Title:** Bilingual Legal Advocate

**Status:** Full Time, Non-exempt

**Reports to:** Legal Director

**Positions Supervised:** None

**Job Summary:** The Bilingual Legal Advocate will work in conjunction with the Nebraska Coalition's Legal Team, the network of member domestic and sexual violence programs across Nebraska, and victims in need of legal immigration services, to provide advocacy, support, and assistance. The work of the Bilingual Legal Advocate should be based upon a strong anti-oppression framework, incorporating primary prevention strategies, grass-roots activism, cultural humility, social change, and social justice into all efforts.

### **Principal Job Duties:**

#### **I. Capacity Building Support to Nebraska's Network of Member Programs**

- A. Remain current on laws and issues related to legal immigration services.
- B. Answer questions and provide information to program advocates working with victims seeking affirmative immigration relief.
- C. Collaborate with advocates from the network of member programs to ensure that confidentiality, safety, and supportive services are being provided to victims in conjunction with the immigration case.

#### **II. Direct Representation**

- A. Maintain accreditation from the federal authorizing body for the ultimate purpose of providing direct representation to victims across Nebraska who are seeking federal affirmative relief.
- B. Translate foreign language documents into English for inclusion with case filings with the United States Citizenship and Immigration Services (USCIS).
- C. Assist with communications between Nebraska Coalition staff and individuals with limited English proficiency through interpretation and translation.
- D. Obtain documents for legal representation in immigration cases and for case filings with USCIS, and compile legal files.



### **III. Administrative Duties**

- A. Collect and compile statistical information.
- B. Supply data for grant reports.
- C. Identify and participate in ongoing education and professional development on work related topics.
- D. Participate in the Coalition's strategic planning process and Movement Building activities.
- E. Assist with the Coalition's annual awards celebration event.
- F. Other duties as assigned.

#### **Estimated Distribution of Duties:**

- 95% Direct Services to victims
- 3% Support Services to network of programs
- 1% Administrative
- 1% Other Duties

#### **Qualifications:**

1. BIA accreditation and Bachelor's Degree preferred.
2. Bilingual in English and Spanish with ability to interpret and translate legal terminology.
3. Experience in grassroots organizing and social change work, with an in depth understanding of primary prevention through a strong anti-oppression lens.
4. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues.
5. Commitment to social change and social justice through embracing a strong anti-oppression framework, addressing systematic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
6. Experience in working with survivors of domestic violence and sexual assault, preferably in a domestic violence/sexual assault program.
7. Demonstrated public speaking, training, and communication skills.
8. Clear and concise writing skills and experience in the development of informational materials.



9. Ability to manage projects and be self-directed.
10. Experience with grant implementation, and reporting.
11. Ability to work independently and as a team.
12. Access to own transportation and willingness to travel throughout Nebraska and occasionally out of state.
13. Flexibility in scheduling, including overnight stays and extended days.
14. Working knowledge of computer systems and office software.
15. Desire to demonstrate cultural humility by searching for understanding and taking action toward equity.
16. Commitment to creating and maintaining a workplace culture that is supportive of all.
17. Experience, understanding and commitment to advocating both individually and systemically, on behalf of victims of domestic violence, sexual assault, human trafficking and stalking, including adherence to the Coalition's mission statement and philosophy.

February 2018

\*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.