

SERVICIOS PARA EL AVANCE DE LA MUJER  
SERVICES FOR THE ADVANCEMENT OF WOMEN  
110 N. Ocean Avenue, Patchogue, NY 11772  
Phone: (631) 980-2555  
www.sepamujer.org

**Bi-lingual  
Attorney  
Full-time**

Position: Attorney

Reports to: Legal Program Director - Supervising Attorney

**Background:** Since 1993 SEPA Mujer has provided safe space to assist Latina immigrant victims of domestic violence, dating violence, sexual assault or stalking to seek assistance in changing their immigrant status via visa petition process. In 2022 SEPA Mujer continues this process and will additionally be adding assistance petitioning for orders of protection.

**Position Eligibility:** SEPA Mujer's full-time attorney must have a minimum of two year admission to the bar of the highest court of any state in the country or U.S. territory, preferably New York, and have a Juris Doctorate degree. This full-time position will be part of an Office for Violence Against Women - Legal Assistance to Victims grant program for Latina immigrant victims of domestic violence, dating violence, sexual assault and stalking. The ideal candidate is hardworking, quick learner, compassionate, able to work with victims of crime, particularly gender-based crimes. Commitment to the value of advancing racial equity is required. Must be self-motivated, trustworthy, and able to complete work independently. Must have experience in Immigration Law and be familiar with computer case management programs. Knowledge of non-immigrant visas; preferred experience with U Visa, T Visa, VAWA, and Asylum based on gender violence, adjustment of status, naturalization, and consular processing. Knowledge of Criminal and Family Court order of protection petition process preferred; willingness to obtain training accepted. Excellent communication skills required, fluency in Spanish a must.

## Responsibilities:

Work with all LAV project team members, other SEPA Mujer staff members, and volunteers to ensure effective services for victims of domestic violence, dating violence, sexual assault and stalking.

Follow legal immigration program protocol

Conduct legal intake assessment for victims whom have had initial program assessment  
Assist victims in applying for changes in their legal status through visa petitions (U Visas, T Visas, VAWA petitions)

Appearance in Family Court as needed with the presentation of Orders of Protection, Custody and/or Child Support Petitions.

- Establish appropriate collaborative relationships with referral sources

Create linkages for victims to referral organizations for assistance with Family Law issues; maintain contact for cases that SEPA Mujer continues to work with

Have contact with police precincts, and District Attorney's offices as needed in order to help crime victims obtain needed certifications for petition applications

Monitor client's eligibility to petition for orders of protection and work with paralegal on these cases

- Participate on LAV advancing racial equity team

Participate in community prevention services as requested

- Participate in supervision, team meetings and staff meetings as requested.

Maintain all required LAV statistics re: legal immigration cases; maintain case records in LollyLaw and agency database, maintain confidentiality of records

Maintain accurate time tracking on agency timesheets and LAV functional time sheets Other responsibilities as assigned.

Salary Range: 70k - 80k

LAV time allocations: The Legal Advocate position time allocation is 100% on Office of Violence Against Women - Legal Assistance to Victims grant. SEPA Mujer, Inc does not discriminate based on race, color, national origin, religion, sex, or disability in employment practices.