

<b>Job Title</b>	Legal Advocate
<b>Employer/ Agency</b>	Advocates for Immigrant Survivors
<b>Job Description</b>	<p>AIS seeks a full-time Legal Advocate to join a passionate team striving to attain justice, dignity, and restoration for immigrant survivors of domestic violence, sexual assault, dating violence, stalking, and other crimes. The advocate will provide administrative and clerical support to legal staff. The advocate will provide case management services to survivors. The advocate will work in a highly collaborative office where all staff endeavor to help each other for the shared goal of providing the highest quality services to our clients.</p> <p>This is a <b>full-time, non-exempt</b> position with competitive benefits, including generous paid time off, health insurance, and a retirement match. The annual salary range is \$44,000 - \$46,000 and will be determined based on years of experience. The legal advocate will report to a supervising attorney. AIS is currently operating under a hybrid model. The legal advocate will work from the office 2-3 days per week.</p> <p><b>Job Duties</b></p> <ul style="list-style-type: none"> <li>• Answer AIS main phone line. Return client calls promptly, schedule appointments, and communicate with other staff members.</li> <li>• Conduct comprehensive needs assessments.</li> <li>• Assist legal staff in obtaining supporting documentation for immigration legal applications.</li> <li>• Translate documents from Spanish to English and interpret during client appointments and phone calls as needed.</li> <li>• Maintain contact with clients to support engagement and follow through. Update clients on their case status. Follow up on case outcomes. Log all communication with clients in AIS database.</li> <li>• Input USCIS notices and other mail received into AIS database.</li> <li>• Request U and T Visa certifications from law enforcement agencies.</li> <li>• Assist survivors in applying for Crime Victims' Compensation, Address Confidentiality, and IVSS notifications.</li> <li>• Provide referrals to clients to other social service agencies and community partners.</li> <li>• Organize and maintain client files and data for reporting.</li> <li>• Perform other related duties as assigned.</li> </ul>
<b>Qualifications</b>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent experience.</li> <li>• Fluency in written and spoken English and Spanish.</li> <li>• Knowledge of Microsoft Office, including proficiency in Excel.</li> <li>• Previous experience in legal and/or social services preferred.</li> <li>• Previous experience working with immigrants and indigent communities preferred.</li> <li>• Commitment to excellence in time management and organization. Attention to detail is critical.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work in a dynamic, flexible, and collaborative environment.</li> <li>• Ability to manage emotionally complex situations.</li> <li>• Self-motivated and open to constructive feedback.</li> <li>• Comfort working with government agencies and law enforcement.</li> <li>• Strong commitment to delivering confidential culturally proficient services, participating in cross-cultural training, and reflecting on and eliminating personal and institutional biases.</li> <li>• Background checks will be conducted before hiring.</li> </ul>
<b>Salary/Hours</b>	Full-Time \$44k - \$46k annually
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply via LinkedIn
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.