



24-Hour Hotline: (845) 634-3344

24-Hour Mobile Text: (845) 286-4997

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9 Johnsons Lane, New City, NY 10956 | (845) 634-3391 | (845) 634-3396

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JOB POSTING

Posting Date: July 1, 2026

Position Title: Director of Humanitarian Services

Classification: Full-time, Exempt

Location: In-person – Rockland County, NY – New City, NY

Benefits and PTO Package: Includes medical, dental and vision care; 34 PTO and 12 Holidays

Salary Range: starting mid \$110,000s, depending on experience

Reports to: Deputy Program Officer

Anticipated Start Date: ASAP

The **Director of Humanitarian Services** will represent non-citizen victims/survivors of domestic violence, sexual assault, and human trafficking in pursuing immigration relief and will supervise the Humanitarian legal advocates and volunteers. The Director of Humanitarian Services should be committed to the mission of the agency and provide clients with high standards of legal services in a way that is client centered. The attorney should have strong oral and written advocacy skills; be proactive, organized and responsive to deadlines; be culturally competent; and collaborate well with other departments within the organization, in addition to external partners and stakeholders.

JOB RESPONSIBILITIES:

- Providing in person, telephone and/or virtual consultations, advice, and counsel to clients
- Coordinating client services with other agency programs, including advocates from the Shelter, domestic violence, sexual trauma and anti-human trafficking programs
- Having a strong grasp of immigration law and staying abreast of case law updates and best practices
- Participating in working groups, ListServes and task forces that seek to improve access to victims/survivors of domestic violence; coordinate a community-wide response to domestic violence, sexual assault and human trafficking; raise standards of practice and services to survivors; and build legal capacity in our community
- Participating in community outreach, education and Know Your Rights workshops
- Preparing and maintain statistics, grant reports and case records, and punctuality for work, court and meetings
- Facilitating the monthly immigration team meetings and creating agendas for the immigration team meetings, as needed
- Providing direct supervision to the Supervising Humanitarian Attorney and Staff Attorneys
- Providing oversight, professional support and direction to the staff attorneys, paralegals, DOJ-accredited representatives and legal advocates. Supervision includes mentorship and guidance with respect to administrative duties (Apricot documentation in rep and service forms, etc.), development of substantive legal skills and support of the agency's mission and values.
- Creating job descriptions, interview immigration and anti-human trafficking practice applicants and collaborate with CEO and HR in making hiring decisions.
- Holding regular case review meetings to assign cases, discuss case strategy and brainstorm about "stuck" cases, provide administrative and legal updates and facilitate a supportive cross learning environment.
- Holding one-on-one individual supervision meetings with supervisees. Supervision includes spot checks of Apricot service forms.
- Completing semi-annual progress reports for supervisees.
- In collaboration with the team, create and execute an outreach plan that may include presentations in the community, legal clinics, standing office hours in the schools, CLE presentations and more.
- Having a command of the legal grants, deliverables and check progress on a quarterly basis to ensure the team is meeting its benchmarks.

- Carrying an active case load not to exceed five to ten substantive cases (at any given time) in affirmative and defensive immigration proceedings. Relief pursued includes VAWA Self-Petitions, Battered Spouse Waivers, U Visas, T Visas, Adjustment of Status, Cancellation of Removal, Asylum, Waivers, Immigration Court Motion Practice, and Special Immigrant Juvenile Status.
- Providing consultations, advice and counsel to clients.
- Any additional duties as needed to represent and support victims and the agency
- Other projects as assigned by the Deputy Program Officer

QUALIFICATIONS:

- **Admission to New York State Bar required.**
- Fluency (speaking, reading and writing) in Spanish and English preferred
- J.D. with 5+ years of experience working with victims of domestic violence, sexual assault, human trafficking and/or crime preferred
- At least 3 years of supervisory experience
- Evaluate findings and develop strategies and arguments in preparation for presentation of cases
- Commitment to the public interest, to high standards of legal practice and to client-centeredness
- Excellent research, writing and oral advocacy skills
- The ability to analyze the probable outcomes of cases, using knowledge of legal precedents and understanding of statutes.
- Strong organizational and time management skills.
- The ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- The ability to work collaboratively in a multi-disciplinary environment.
- Experience working with diverse communities
- Proficiency with word processing and databases.
- The ability to attend all agency-required trainings, including a two-day Getting to the Root training, and a 10-week Domestic Violence Advocate training and Rape Crisis Counselor training
- While performing the duties of the job, you must possess the ability to communicate with staff and clients.
- A valid driver's license and access to reliable, insured transportation are required

ORGANIZATIONAL OVERVIEW: At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality and safety.

The Center is a 501(c)(3) nonprofit organization responding to domestic violence, sexual assault, human trafficking, and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

NO PHONE CALLS, PLEASE. Applicants may email, mail or fax resume and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission.

Email: humanresources@centersc.org **Subject line must read: Director of Humanitarian Services**

Mail: Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956 **Fax:** (845) 634-3396

The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.

For Information on Center for Safety & Change please go to
www.centerforsafetyandchange.org