

JOB POSTING

Posting Date: July 1, 2026

Position Title: Supervising Humanitarian Attorney

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 \$90,000s, depending on experience

Reports to: Director of Humanitarian Services

Anticipated Start Date: ASAP

The **Supervising Humanitarian Attorney** 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 Supervising Humanitarian Attorney 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. **Admission to New York State Bar or pending admission is required.**

JOB RESPONSIBILITIES:

- Providing in person, telephone and/or virtual consultations, advice, and counsel to clients
- Carrying an active case load of twenty-five client families in affirmative and defensive immigration court 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 victim advocacy with law enforcement
- 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 maintaining 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 Humanitarian Paralegals, Legal Advocates, DOJ-accredited representatives (if applicable), interns, fellows and volunteers
- Any additional duties as needed to represent and support victims and the agency
- Other projects as assigned by the Director of Humanitarian Services

QUALIFICATIONS:

- **Admission to New York State Bar or pending admission a must**
- Fluency (speaking, reading and writing) in Spanish and English preferred
- J.D. with 3+ years of experience working with victims of domestic violence, sexual assault, human trafficking and/or crime preferred
- At least one year of supervisory experience
- Experience working with diverse communities
- 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.
- 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: Supervising Humanitarian**

Attorney 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