



## JOB DESCRIPTION

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### Senior Staff Attorney - Immigration

#### Legal Advocacy Program

full-time, salaried, exempt

**Casa Myrna** is Greater Boston's foremost provider of solutions to end domestic and dating violence. The agency operates three residential programs in Boston for survivors and children made homeless by domestic violence, a comprehensive range of advocacy and supportive services, and SafeLink, Massachusetts' statewide 24/7 toll-free domestic violence hotline. Casa Myrna believes that every relationship should be safe and healthy, and works to end domestic and dating violence through education, awareness and prevention.

The **Legal Advocacy Program** is currently looking to add a **Senior Staff Attorney** to their **Immigration team!** The Legal Advocacy Program serves clients by representing them in domestic violence-related family law and abuse prevention matters in the courts of Greater Boston; representing survivors in filing affirmative applications for immigration relief; offering brief service and legal advocacy where representation is not provided; and managing a Legal HelpLine for telephone assistance and intake purposes. The Legal Advocacy Program also works collaboratively to address the legal needs of survivors of commercial sexual exploitation at the EVA Center, a survivor-led program of Casa Myrna. The **Senior Staff Attorney** will provide survivors with immigration legal services related to domestic violence and sexual exploitation, assist with program management and supervision of other staff, and report to the Managing Attorney.

#### Principal Duties and Responsibilities

- Provides legal consultations to Casa Myrna and EVA Center program participants, community clients, and Legal HelpLine callers in order to identify and analyze their immigration-related legal issues and assess cases for potential immigration relief.
- Educates survivors about their options so they can make their own informed decisions, with the goal of minimizing the risk of outcomes that jeopardize safety and wellbeing.
- Represents immigrant survivors in connection with affirmative petitions for immigration relief related to domestic violence and sexual exploitation, including U-Visas, T-Visas, and VAWA petitions.
- As availability and resources permit, provides brief services and/or legal advocacy in collateral legal matters such as housing, benefits, and restraining orders.
- Supervises other immigration program staff and law student interns.
- Assists with program management tasks, such as development/revision of program guidelines and procedures, data management, and grant applications and reports as needed.
- Conducts training for Casa Myrna staff and external stakeholders about domestic violence and sexual exploitation-related immigration relief and working with immigrant survivors; attends professional development trainings both within Casa Myrna and in the community.

- Collaborates with community-based providers, law enforcement, and legal services to build capacity to respond to the needs and concerns of immigrant survivors.
- Participates in weekly program and case assessment meetings.
- Performs additional duties as assigned by the Managing Attorney.

### Qualifications and Requirements

- Committed to Casa Myrna’s mission of ending domestic and dating violence, and promoting social justice and social change.
- J.D. degree; admission to and good standing in a state bar required, with MA bar admission strongly preferred. If not admitted in MA, must be eligible for admission by motion under SJC Rule 3:01 or eligible to practice under SJC Rule 3:04 until eligible to be admitted by motion.
- 5 years’ experience in providing immigration legal services required; focus on representing survivors of abuse and/or exploitation preferred.
- Spoken fluency in a second language strongly preferred (Spanish, Portuguese, Cape Verdean Creole, Haitian Creole).
- Strong preference for candidates who identify as a member of a marginalized community as Casa Myrna works to be an inclusive and equitable organization.
- Demonstrated ability to utilize appropriate, non-judgmental communication techniques when responding to survivors that illustrates sensitivity to their experiences and needs. Prior experience interviewing and counseling survivors of trauma and abuse preferred.
- Ability to work and advocate in a collaborative style with diverse ethnic, cultural, linguistic, and socio-economic groups, as well as diversity based on ability/disability, sexual orientation and religion.
- Familiarity with local legal services providers, community agencies, and resources.
- Computer literacy and strong data entry skills.
- Ability to work independently and in a team with lawyer and non-lawyer colleagues.
- Strong organizational skills and ability to multi-task.
- Models and maintains professional boundaries with callers, clients, and colleagues.
- Maintains confidentiality regarding clients and program participants.

**Salary:** Salary commensurate with experience

**Location:** Boston (Dorchester) – temporarily hybrid

**Hours:** full-time (35 hours/week, 4-day week)

**Benefits:** Casa Myrna offers: family friendly schedule; generous paid time off and holidays; health, dental, vision, and short term disability insurance; flexible spending account; health reimbursement account; retirement savings plan with employer match; and opportunities for professional development and training

**To apply:** please submit cover letter including desired salary and resume to [jobs@casamyrna.org](mailto:jobs@casamyrna.org) with subject line: **Senior Staff Attorney - Immigration**. Please note that resumes without a cover letter will not be considered.

*Casa Myrna is an equal opportunity employer committed to workforce diversity and hiring people with diverse life experiences. Survivors, people who are bilingual/bicultural, persons of color, people with disabilities and*

*LGBQ/T people are strongly encouraged to apply.*