



# INDIANA LEGAL SERVICES, INC.

## *Immigrants' & Language Rights Center*

Market Square Center • 151 N. Delaware Street • Suite 1820 • Indianapolis, Indiana 46204

Phone (317) 631-9410 • Se Habla Español: (866) 964-2138 • Fax (317) 829-3195

[www.indianalegalservices.org/ilrc](http://www.indianalegalservices.org/ilrc)

Jon Laramore  
*Executive Director*

Aimee Korolev  
*Directing Attorney*

### *Job Announcement*

#### *Attorney – Immigrants' and Language Rights Center Indianapolis Office of Indiana Legal Services*

**Position:** Attorney –Immigrant Crime Victim Advocacy Project - Immigrants' and Language Rights Center (ILRC)

#### **Organizational information**

Indiana Legal Services, Inc. (ILS) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, United Way, Area Agencies on Aging, and approximately 20 other funding sources.

#### **Position Description**

ILS has a grant from the Indiana Criminal Justice Center to provide direct legal representation to immigrant victims of a crime. This includes representation to halt the ongoing exploitation and abuse of immigrants and to eliminate the effects of that victimization in the immigrant community. The attorney will work directly with immigrant victims of crime under the supervision of the ILRC's supervising attorney. The position is secure for at least the two-year grant term, but the ILRC will seek continuing funding after the grant term.

The ILRC is a statewide program of ILS consisting of three attorneys and one support staff. The ILRC provides services in humanitarian and family-based immigration matters as well as language access cases. ILRC was established to ensure that limited-English proficient (LEP) clients have equal access to services provided by Indiana Legal Services, in spite of the language barrier. To help accomplish this, the call center conducts interviews for limited English speakers who wish to apply for legal services. This position offers a great opportunity for those who are committed to poverty law and working with immigrants and LEP clients.

This position will be located in Indianapolis but will be part of the statewide ILRC. The attorney will work under the direct supervision of the ILRC Director.

#### **Job duties**

- Provide direct legal services to immigrant victims of crime with meritorious immigration relief options, including human trafficking, domestic violence, sexual assault, child abuse and neglect, to address the range of civil legal issues that arise from the victimization
- Represent immigrant victims in civil and immigration proceedings and in humanitarian petitions to US Citizenship and Immigration Services, including U-Nonimmigrant Visas, T-Nonimmigrant Visas and VAWA petitions
- Provide immigrant victims with legal advice, brief services, and referral information when full direct service is unavailable
- Screen applicants for immigration relief options



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- Conduct outreach and education activities, provide referrals, and leverage pro bono resources
- Provide crime victims' rights enforcement
- Contribute to programmatic reporting required under the federal award
- Collaborate with other Equal Justice Works Crime Victims Justice Corps Fellows

### **Qualifications:**

The ideal candidate will possess the following qualifications:

- Licensed to practice law. Those licensed in states other than Indiana must be able to waive in or sit for the Indiana bar examination.
- Proficiency in Spanish is strongly preferred.
- A demonstrated commitment to public interest work and desire to assist crime victims.
- Strong writing, communication, interpersonal, and organizational skills.
- An ability to provide victim-centered, trauma-informed, and culturally competent legal assistance to crime victims/survivors.
- An ability to work collaboratively in a variety of contexts and with multiple organizations to facilitate comprehensive services to crime victims/survivors.
- Ability to begin the fellowship on or about October 1, 2018 and serve for 2 years.
- Those with legal experience in crime victims' rights enforcement and victim service are strongly encouraged to apply.
- Law school clinic, externship, summer or other relevant practice experience a plus.
- Dedicated to the serving the needs of vulnerable and low-income populations.
- Applicants must pass a mandatory background check.

### **Compensation**

Salary is commensurate with experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401k plan (after one year), a flex benefit plan, and generous vacation and sick leave. ILS will pay up to \$2,500 in moving expenses if the successful applicant needs to move from another state.

### **Hours and Location**

The position will be located in Indianapolis. This is a non-exempt position to be filled by October 1, 2018.

### **How to Apply**

Please send a resume, cover letter, and a list of three (3) references with email addresses, mailing addresses, and telephone numbers to the following addresses (email submission is strongly preferred):

**Aimee Korolev**  
Directing Attorney





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**Equal Employment Opportunity/ Affirmative Action Employer**  
**Minorities, women, LGBTQ-identifying individuals, and persons with Spanish-speaking ability are urged to apply.**