



Bilingual Client Advocate

Position: Just Neighbors seeks a passionate, bilingual (Spanish/English) advocate to work with immigrant survivors of domestic violence and other traumas. Position will be based out of our main Annandale office but will work with clients throughout Virginia. To apply, send resume and cover letter to Erin McKenney at Erin@justneighbors.org. Resumes will be reviewed on an ongoing basis.

Who we Are:

Just Neighbors (www.justneighbors.org) is a nonprofit immigration legal service office which provides immigration legal services to low-income immigrants and refugees in Virginia, DC, and Maryland. Just Neighbors is a member site of National Justice For Our Neighbors, a national non-profit dedicated to providing quality immigration legal services throughout the nation.

Responsibilities:

- Provide non-legal support for Just Neighbors immigrant clients
- Conduct and oversee volunteer client intakes to assess needs outside of legal help
- Advance partnerships with community agencies and organizations
- Provide services through a trauma-informed lens
- Manage a caseload of clients who need referral support
- Work with survivors of domestic violence to develop a safety plan and connect them to additional services
- Provide appropriate referrals and assist with “warm handoffs” and support as they navigate resources
- Participate in ongoing training/professional development
- Complete monthly and quarterly domestic violence reports in a timely manner
- Serve as the point-person for UniteUS referral platform
- Support volunteers assisting with non-immigration client needs in the rural area
- Regularly encourage clients to complete service surveys through the VA Sexual and Domestic Violence Action Alliance
- Serve as the Just Neighbors liaison on the Arlington and Fairfax Domestic Violence Community Taskforces

Qualifications:

- Spanish fluency required
- Have a commitment to working with vulnerable populations. Experience working with survivors is a plus.
- Previous case worker/non-profit experience a plus
- Hard working, flexible, able to carry a full caseload and to work as a team member in a close-knit, small office with people of all backgrounds
- Ability to work independently and creatively
- Desire to collaborate with diverse stakeholders engaging with immigrants
- Passion for immigration, human-rights, and the non-profit sector
- Experience with or willingness to learn data reporting in VAdata system
- Have a college degree in a related field or comparable experience working with vulnerable populations

Salary 40,000+ contingent on experience and qualifications. Just Neighbors offers a flexible working environment as well as excellent benefits including generous vacation, health insurance and a retirement pension plan. Just Neighbors is an Equal Opportunity Employer; we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe the more inclusive we are, the better we are able to serve the clients we reflect. We encourage applicants of all religions, genders, races, ethnicities, ages, physical abilities and sexual orientations.