

JOB POSTING
Human Trafficking Staff Attorney
Job Description for the Office of Victims of Crime (OVC) Award

DESCRIPTION: Charleston Pro Bono Legal Services has an immediate opening for a Human Trafficking Staff Attorney. This person in this position will be working in collaboration with other elements of the Tri County Human Trafficking Task to assist victims and survivors of Human Trafficking in Berkeley, Charleston, and Dorchester counties, SC. Charleston Pro Bono is a Non-Profit 501 (c)(3) organization based in Charleston, SC.

POSITION TITLE: Human Trafficking Staff Attorney

REPORTS TO: Executive Director

RESPONSIBILITIES:

Legal Services:

1. Provide or find a referral for the provision of as many of the following services as practicable for US and foreign national human trafficking victims:
 - a. Assistance in screening each client to ensure they meet the definition of a victim of a severe form of trafficking as defined by the TVPA (this process can be accomplished in collaboration with other vetted screening service providers such as The Formation Project);
 - b. Screening and assessment to determine the type of legal assistance needed;
 - c. Explanation of legal rights and protections, including assistance in obtaining restitution and victims' rights enforcement and compliance efforts;
 - d. Coordination with law enforcement to request Continued Presence (CP);
 - e. Assistance in achieving HHS certification or, for foreign national minors, an Eligibility Letter for eligibility of benefits to the same extent as refugees;
 - f. Assistance in applying for a T nonimmigrant status (T-visa) or other immigration relief;
 - g. Assistance with payment of application fees and visa fees, if needed;
 - h. Assistance on family and civil matters related to the trafficking victimization, including, but not limited to, protection from abuse orders, representation in family court proceedings, and emancipation of minors;
 - i. Assistance with repatriation or family reunification;
 - j. General advocacy and assistance on matters that arise as a result of the human trafficking victimization;
 - k. Assistance in obtaining or replacing necessary documents. For example: applications for birth certificate, ID card, social security card;
 - l. Requesting certification as a victim of trafficking from the U.S. Department of Health and Human Services (HHS) for foreign national victims (HHS certification), including coordination with law enforcement and allied experts to obtain documentation necessary to achieve HHS certification.
2. Build a network of attorneys to facilitate *pro bono* legal representation for US citizen and foreign national victims of human trafficking.
3. Provide services in a trauma-informed and victim-centered manner with victim safety, confidentiality, and security as the top priority.
4. Coordinate and provide training to members of the South Carolina Bar to increase *pro bono* participation.
5. Coordinate and provide training to members of the community on identifying victims and available resources.

Reporting Requirements:

1. Update client case information weekly per the Award Reporting Documents.
2. Provide any relevant data per the Award Reporting Requirements for purposes of required reporting to OVC and formal program evaluation or for purposes of client service, safety, and help.

Award Collaboration:

1. Collaborate with other Partners and Subaward Partners of this Award in an effort to maximize and leverage the partnerships and data collection to holistically serve victims of human trafficking and collect data. This possibly includes assistance for implementation of the Human Trafficking Assessment Tool and identify and serve victims of human trafficking in Detention Centers; and further, exploring how the judicial and criminal justice systems in the Tri-County area could better identify and serve victims of human trafficking.
2. Attend collaborative partner meetings and Task Force meetings as often as practicable.

The Ideal Candidate:

1. A leader and proactive collaborator who is comfortable taking initiative to engage and expand *pro bono* legal network for victims of human trafficking;
2. A creative and systematic thinker to realize how criminal justice systems connect with each other on local, state, and federal level; how criminal justice systems connect with civil legal systems, social services systems, and private partners, such as nonprofit service providers;
3. Demonstrated ability to interact with people of different cultures and backgrounds;
4. Experience with diverse legal needs, including, but not limited to: crime victims' rights, immigration, family, housing, and public benefits; and
5. Experience with survivors of domestic and sexual violence as well as an understanding of the core principles of trauma-informed and victim-centered practices; the intersectional challenges facing marginalized communities, and the importance of working within a social justice framework.

Candidate Requirements and Recommendations:

1. Juris Doctor degree;
2. South Carolina licensed attorney in good standing;
3. Completed 403 requirements;
4. Experience with domestic violence and/or sexual assault is recommended; alternatively, experience with working with vulnerable populations;
5. Anticipated travel: Attorney will travel throughout Charleston, Berkeley, and Dorchester counties.

Salary Range: \$50,000 – \$55,000

Application Process: Applicants should submit a cover letter, resume, and references to ALietzow@charlestonprobono.org.

Non-discrimination: Charleston Pro Bono Legal Services is an equal opportunity employer and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.

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