



Immigration Legal Services Volunteer

(Direct service - 2 positions)

Description

Haven is the Gallatin Valley's non-profit serving survivors of domestic violence, sexual assault, stalking, and sex trafficking. Founded in 1979, Haven provides a 24-hour support line, emergency shelter, legal advocacy, counseling, and support groups for survivors of family violence. Haven also works towards prevention and education.

Immigration Legal Services (ILS) volunteers work closely with Haven's full-time Legal Advocates to support immigrant survivors with applicable visa applications. ILS Volunteers will study to become Department of Justice partially accredited representatives able to assist with U-visas, T-visas, and VAWA self-petitions. ILS volunteers will receive referrals from our Support Line and Legal Advocates; navigate the intake process and screening, make decisions about eligibility based on your specialized training; and then support the processes of evidence collection and filing.

Responsibilities

Prior Experience

This position provides direct services to participants in high-stress situations and with complex legal needs. It is preferred that interns have prior legal experience with direct service or previous volunteer or professional experience in the legal system. Preference will be given to volunteers who can speak Spanish, but for those who do not, we offer access to language support. All Haven volunteers must adhere to Haven's Confidentiality Compliance Procedures in accordance with Federal and Montana Laws.

Training and Hours

- Meet with the Development and Engagement Manager for an informational meeting prior to training
- Attend one of Haven's quarterly Volunteer and Internship Weekend Trainings
- Successful completion of CLINIC's Comprehensive Overview of Immigration Law (COIL)
- Successful completion of all required components for partial accreditation as defined by the Department of Justice
- Participate in training and shadow shifts with other DOJ partially accredited Haven staff, as available
- Participate in and document ongoing training to maintain partially accredited status
- Attend meetings with ILS team, as needed
- Required hours: As needed and on-going
- Duration: On-going, minimum of 2 years

Data Collection

- Accurately and consistently collect participant data utilizing various data collection tools (e.g., iCarol call reports/participant interactions, releases of information, LollyLaw)
- Track utilization of services and resources
- Check in with Haven staff as needed for support in maintaining self-care and personal boundaries while providing direct service

Physical Demand and Work Environment

This position requires sitting, walking, answering, dialing a phone, talking one-on-one in close proximity in a usually quiet environment, and often accessing language support services. Reasonable accommodations will be made to enable all individuals to perform the essential job functions.

Haven Protocol for Taking Calls at Home

- Have access to a personal cell phone.
- Ensure you have a space that is confidential in your house. You can do so via playing music, a fan, or sound machine placed between you and any outside entity not privy to Haven information, if you need a noise buffer. For example, place a noise machine outside your door between you and housemates/family.
- Let your family or housemates know you are taking calls and to not come into the confidential space you have created.
- Delete your call history at the end of all Haven interactions.
- If you are texting any Haven staff about a certain participant, only use their initials and delete the text when you have obtained the information you need. It is always best to make a voice call if you can.
- Shred or delete any notes you may have taken throughout your shift and store them properly in the ILS designated locking filing cabinet.

How to Apply

- Submit the online Direct Service Volunteer and Internship Application found at havenmt.org/join-our-team