

## **THE DENVER CENTER FOR CRIME VICTIMS**

### **Job Description**

- Job Title:** VAWA Legal Immigration Clinic Internship
- Purpose:** Immigration Clinic Interns are trained to staff DCCV's VAWA (Violence Against Women Act) immigration clinic. Interns offer support to clinic clients and staff by assisting with the day-to-day activities of the clinic.
- Reports To:** Director of Training and Volunteer Services and Clinic Attorney
- Contact:** Kathi Fanning, M.S., L.P.C. (303) 860-0660  
email: kfanning@denvervictims.org
- Responsibilities:**
1. Assist staff in the preparation of I-360 VAWA Petitions, Requests under the Freedom of Information Act, Work Authorization Applications, Adjustments of Status, and Applications to Remove Conditions on Residence.
  2. Research client files and become familiar with the client's immigration history.
  3. Maintain and update client files
  4. Gather evidence and supporting documentation.
  5. Gather, organize and update VAWA informational materials in the Clinic
  6. Correspond with clients on the phone and by mail.
  7. Participate in consultation interviews with clients.
  8. Conduct legal research.
  9. Draft transmittal letters and other correspondence to U.S. Citizenship and Immigration Services.
  10. Any other related duties as assigned by DCCV clinic staff.
- Qualifications:** 18 years of age or older; currently enrolled in law school or a paralegal program; possess open, nonjudgmental attitude toward victims/survivors of crime; good communication skills; ability to work well with a wide range of people. Bi-lingual Spanish or Russian preferred. Bilingual volunteers have more opportunities for direct client contact. Previous law office experience helpful.
- Special Requirements:** Complete initial training; minimum one academic semester commitment to program; background records check.
- Benefits:** Advocates will be provided with in-depth and on-going training and will gain direct experience in providing support to people in need. Participation will enhance the community responsiveness to rights of victims and survivors of crime.

The DCCV is an equal opportunity employer. As such, reasonable accommodations for persons with disabilities will be made in compliance with the Americans with Disabilities Act (ADA).