



STAFF ATTORNEY

Job Description

About ¡HICA!

¡HICA! (Hispanic Interest Coalition of Alabama) is a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latino/Hispanic families in Alabama. We are one of the most successful social impact organizations in Alabama and have been a major catalyst for the empowerment and economic progress of the Latinx community for over 24 years. We provide over 3,500 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 30+ full-time employees and works collaboratively with community partners and government agencies. ¡HICA! operates community programming in the areas of leadership development and civic engagement, college and career readiness, and financial literacy and economic development. We are in Birmingham, Alabama and have a \$2.7 million operating budget.

About One Place Metro Alabama Family Justice Center

The mission of One Place Metro Alabama Family Justice Center (OPFJC) is to provide coordinated services to victims and survivors of domestic and sexual violence through a multi-disciplinary team of professionals working together under one roof. One Place seeks to remove barriers to reporting interpersonal violence in our community. On-site partners address domestic violence through advocacy, counseling, law enforcement responses, and prosecution. One Place is the only location in Jefferson County where victims of interpersonal violence can walk in and be connected with multiple service providers. In addition to serving clients, OPFJC serves as Jefferson County's Coordinated Community Response Agency for domestic violence. OPFJC is the hub for information sharing, training, advocacy, and support for representatives of community systems that respond to survivors.

Job Summary

¡HICA!'s Staff Attorney will provide comprehensive civil legal services to victims of domestic violence, sexual assault, stalking and dating violence in a culturally and linguistic appropriate manner, particularly focused on individuals of Hispanic/Latino background. Candidates shall have experience working with victims and survivors of domestic violence such as assisting with Protection Orders from Abuse, divorces, child custody and obtaining child support. The attorney will offer consultation and representation to victims of domestic violence and oversee the development and management of legal grant proposals and program initiatives at ¡HICA! in collaboration with One Place Metro Alabama Family Justice Center. ¡HICA! is one of the on-site partners at One Place and this position will be based primarily at One Place Family Justice Center in Avondale.

Reports to: Programs Director

Status: Full-time Exempt

Location: Birmingham, Alabama

Related duties and responsibilities:

- Provide comprehensive legal intake, consultation, representation, and referrals to victims of domestic violence.
- Representation includes, but is not limited to, family law, civil protection order cases, housing, consumer issues, and employment proceedings.
- Participate in comprehensive orientation/victim advocacy training provided by Alabama Coalition Against Domestic Violence.
- Participate in intake and case assessment meetings and make legal referrals as indicated.
- Conduct outreach and training to bring awareness to domestic violence services.
- Maintain records according to ¡HICA! and One Place Metro Alabama Family Justice Center policies.
- All other duties deemed necessary from time to time for the smooth operation of the program.

¡HICA! is an Equal Opportunity Employer

The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.



Organizational Needs

- Participates in ¡HICA! functions as required and requested by supervisor.
- Connects and refers potential constituents met during community engagement to ¡HICA! programs
- Complies with all ¡HICA! policies and procedures.
- Participates in One Place functions, partner meetings, and presentations as needed.

Required Competencies:

- Extensive knowledge of federal and state laws pertaining to domestic violence.
- Ability to comprehend and analyze legal information and explain it in a meaningful way to constituents.
- Knowledge of programs, processes, policies, rules, regulations, and resources.
- Experience working with vulnerable, marginalized and/or underserved populations.
- Clear and transparent about services offered, including what is in the realm of possibility and what is not.
- Demonstrates good written, oral, and listening skills in English and Spanish.
- Keeps supervisor informed of high-risk situations in work with clients and staff.
- Accountability for thoughts, words, and actions; being honest and having integrity.
- Maintain composure under pressure and exhibit a high degree of emotional intelligence.

Working Conditions:

- Spanish language proficiency is required.
- Flexibility to work evenings, weekends, and travel as needed.
- Must be licensed and in good standing to practice law in Alabama.
- Three to five years' experience in a public interest setting.
- Computer skills in word processing and a willingness to adapt to new software as needed.
- Use of personal automobile with a valid driver's license and personal automobile insurance.

Compensation and Benefits:

Salary Range: \$60-65k. This position is grant funded through 2027. Excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for employee with coverage starting on first day of employment, 3 weeks' PTO & sick leave plus 8 paid holidays, a one-week mid-year summer break, and 2 weeks paid closure at end of year, and IRA Retirement Plan with 3% company match after one year of service.

How to Apply:

Please send a cover letter and resume to Carlos Javier Torres, Director of Programs and Community Partnerships, at hr@hicaalabama.org. Applications reviewed on a rolling basis.

COVID-19 Policy Statement:

¡HICA! requires mandatory immunization and one booster shot of all employees. Individuals seeking an exemption for medical or religious reasons should complete a request for accommodation and submit the form to hr@hicaalabama.org.

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