



MOSAIC
FAMILY SERVICES

Position: Legal Assistant

Supervisor: Legal Program Director

Program: Multicultural Legal Services Program

Location: Dallas, TX

Type: Full-time

Classification: Non-Exempt

ABOUT MOSAIC FAMILY SERVICES

Mosaic Family Services is a safe haven for survivors of human rights abuses including intimate partner violence and human trafficking. Mosaic provides shelter, counseling, and comprehensive social services as well as legal representation. Mosaic Family Services transforms, empowers, and rebuilds our clients' lives through culturally competent services.

Summary

The Legal Assistant provides support to staff attorneys to complete representation of trafficking and domestic violence clients.

Essential Functions and Responsibilities

General Responsibilities

- Conduct routine client communication including scheduling appointments, fielding case status questions from clients, following up on paperwork and other related matters.
- Perform administrative tasks for agency including mailing processing, creation, and maintenance of physical files, downloading and printing documents, and updating and maintaining client data of case management software.
- Provide interpretation and translation as appropriate.
- Assist Legal Program Director with grant reporting and coordinating legal consultations.

Supportive Collaboration

- Collaborate with attorneys to facilitate the representation of trafficking and domestic violence clients.
- Assist in various aspects of legal case management to ensure comprehensive client support.

Client Communication

- Manage routine client communication, including scheduling appointments, addressing case status inquiries, and handling paperwork-related matters.
- Maintain a proactive approach to ensure effective client engagement and satisfaction.

Administrative Tasks

- Handle administrative responsibilities such as processing mail, creating, and organizing physical files, downloading and printing documents.
- Update and maintain client data using case management software.

Interpretation and Translation

- Provide interpretation and translation services as needed, ensuring effective communication between legal professionals and clients.

Grant Reporting and Consultation Coordination

- Assist the Legal Program Director in grant reporting activities.
- Coordinate legal consultations, ensuring smooth operations and timely execution.

Skills and Qualifications

Required

- Proficiency (speaking, reading, and writing) in English and Spanish is mandatory.

- Excellent organizational, verbal, written, and interpersonal communication skills.
- Prior experience with trauma-informed practices or willingness to learn about trauma-informed interactions with clients.
- Strong computer literacy, word processing, and organizational skills.

Preferred

- Prior paralegal experience in immigration or family law.
- Previous experience with file management and case management software.
- Experience in communicating with culturally diverse populations.

Please note, this job description provides a summary of the major duties and responsibilities performed by individuals in this position. Incumbents may be asked to perform other tasks not specifically written in this job.

Salary: \$40,00.00 annually + DOE

Benefits:

- Health, dental, and vision insurance
- Life & AD&D insurance
- Retirement matching
- Paid Time Off, holidays, and parental leave
- Employee Assistance Program

DEI Statement

Mosaic is committed to creating and advancing a culture of inclusion, diversity and belonging where all feel engaged, respected, and valued. Mosaic will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, familial status, or disability. We strongly encourage persons with lived experiences of our client populations in addition to members of traditionally underrepresented communities to apply, including people of color, LGBTQIA+ identified people, gender-nonconforming people, people with disabilities, veterans, and people who speak a language in addition to English.

To apply for this position, please send a cover letter and resume to legal@mosaicervices.org