



NOW HIRING: LEGAL ASSISTANT **(TEMPORARY; FULL OR PART-TIME)**

Since 1994, The Family Center has provided legal, social, and mental health services to New Yorkers facing the intertwined challenges of poverty and severe illness. Founded during the height of NYC's HIV epidemic to provide multidisciplinary support to HIV-affected families, TFC now serves many populations including those coping with cancer and other life-threatening illnesses, life-limiting disabilities, trauma, and parental absence.

TFC is seeking a Legal Assistant to join its Legal Wellness Institute, a team of dedicated attorneys and advocates providing holistic, community-based legal services to low-income New Yorkers affected by serious illness and disability. Our legal services promote health and stability for medically fragile New Yorkers, and encompass four practice areas: (1) Housing Law; (2) Family Law; (3) Public Benefits and Health Care Access; and (4) Lifetime Planning. LWI's unique model is designed to meet the needs of our specific client population. In keeping with our commitment to holistic representation, all LWI staff work on cases in all of our practice areas. And for clients unable to travel to our office, we bring the law office to the client: meeting in clients' homes, hospitals, hospices, and other sites throughout NYC.

All LWI team members receive extensive orientation, ongoing training, and many opportunities for professional growth and development. Our work is complex and challenging, but TFC is committed to supporting staff in doing this work well and encourages work-life balance and self-care. The Legal Assistant will play a key role in the provision of legal services to clients and in office administration. The Legal Assistant position is a temporary position, currently anticipated to last until the end of 2022.

Duties and Responsibilities

- Assist with provision of legal services to clients in all five boroughs, including participating in in-office client meetings and home/hospital/other offsite visits with clients
- Provide administrative support to LWI attorneys and advocates, including letter drafting, document preparation, preparing mailings, maintenance and creation of client files, arranging for service of process, and filing in courts and agency offices
- Provide interpretation and translation assistance for Spanish-speaking clients and callers
- Enroll new clients in client management database, assist with ongoing maintenance of client management database, and assist with entry of attorney/advocate notes and time records
- Interface with clients to perform assessments of ongoing need and eligibility based on funder requirements
- Assist with scheduling client meetings and calls
- Assist with new client intake, provide referrals to ineligible callers
- Assist with funder audits, reports to funders, and funding applications
- Provide administrative support at legal clinics and educational presentations at locations throughout NYC
- Other duties, projects, and tasks as requested

Requirements

- Fluency in Spanish, strongly preferred
- College graduate or High School Diploma with 3-years college education and/or relevant work experience
- Strong interpersonal skills
- Excellent writing, speaking, and organizational skills
- Ability to work both independently and collaboratively in a team setting
- Willingness to travel throughout NYC to meet with clients, file papers, etc.
- Experience working with individuals affected by mental and/or physical illness preferred but not required
- Must be available for in-person work in NYC

Benefits: For full-time employees, The Family Center offers a competitive benefits package, including medical and dental insurance, 403(b) plan, and generous leave policies. After one year, staff is eligible for 403(b) employer contributions, tuition assistance, and long-term disability insurance. Salaries are competitive in the legal services market and commensurate with experience and skills. Available benefits may differ for part-time employees.

Application Instructions: Please email a resume, cover letter and one writing sample to jobs@thefamilycenter.org with the subject line "Legal Assistant". Please state salary requirements in cover letter. If part-time, please include your scheduling availability and preferred work schedule (minimum 21 hours per week).

The Family Center is an Equal Opportunity Employer committed to inclusive hiring and strives to ensure that our staff reflects the diversity of the communities we serve. The Family Center is covered under FMLA.