



LEGAL WELLNESS INSTITUTE
at THE FAMILY CENTER

NOW HIRING: TEMPORARY STAFF ATTORNEY (FULL OR PART-TIME)

Founded during the height of NYC's HIV epidemic to provide multidisciplinary support to HIV-affected families, The Family Center has provided legal, social, and mental health services to New Yorkers facing the intertwined challenges of poverty and severe illness for nearly 30 years. TFC now serves many populations including those coping with cancer and other life-threatening illnesses, life-limiting disabilities, trauma, and parental absence.

TFC is hiring a temporary staff attorney 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 unique model is designed to meet the needs of our specific client population and our legal services promote health and stability and encompass four practice areas: (1) Housing Law; (2) Family Law; (3) Public Benefits / Healthcare Access; and (4) Lifetime Planning. Practicing holistically, all LWI attorneys represent clients in all four practice areas. 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.

Staff attorneys receive extensive orientation, ongoing training, and many opportunities for professional development. While attorneys are expected to manage individual caseloads, they function as part of a collaborative, close-knit team and receive significant mentorship and guidance. 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.

This is a temporary position, currently anticipated to last through summer and fall 2022. There will likely be some hybrid work, including opportunity for some remote work, but applicants must be available for in-person work in NYC.

Duties and Responsibilities

- Advise and represent clients in all of LWI's practice areas and appear in courts and administrative agencies in all five boroughs of NYC
- Manage all facets of client representation including intake and interviews, client meetings, legal research, drafting legal documents, negotiations, hearings, and trials
- Create and lead community presentations and legal clinics on various topics at locations throughout NYC
- Mentor, train, and supervise legal interns and volunteers
- Other duties as assigned

Requirements

- Fluency in Spanish, preferred
- Juris Doctor degree, required
- Must be admitted to the New York State Bar
- 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, give presentations, and appear in court
- Experience with individuals affected by mental and/or physical illness/disability preferred but not required
- Experience in family law, public benefits, housing or elder law preferred but not required
- Must be available for in-person work in NYC
- Part-time applicants must be able to work at least 21 hours per week (equivalent of three days per week).

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 "Temporary Staff Attorney". 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.