

Legal Assistance of Western New York, Inc. ®



We provide free legal aid to people with civil legal problems in western New York.

www.lawny.org

Staff Attorney OR Staff Paralegal - Rochester

POSITION ANNOUNCEMENT (November 2019)

LEGAL SERVICES ATTORNEY OR PARALEGAL POSITION IN ROCHESTER, NEW YORK

The Legal Assistance of Western New York (LawNY®) Rochester Office has an immediate opening for a Staff Attorney or a Paralegal at its office located in downtown Rochester. LawNY® is funded in part by the Legal Services Corporation and provides free legal services to low-income families and individuals. The Rochester Office's primary practice areas are civil rights, housing, public benefits, health law, employment, and elder law. Our 40 member staff includes attorneys, paralegals, and legal support team who work closely across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and community.

The attorney or paralegal will be assigned to the Rochester Office's Eviction Prevention Team. The Eviction Prevention Team focuses on helping low-income people maintain their housing, housing subsidies and income supports such as public benefits, medical coverage, child care, and emergency assistance. The position requires frequent interaction and relationship building with grassroots groups, community organizations, and social agencies. The unit utilizes administrative hearing forums and the court system to challenge evictions, housing subsidy terminations, wrongful public benefit determinations and illegal practices. Working with other LawNY® staff members and the community, they will develop strategies, including affirmative litigation, to address systemic problems that adversely impact low-income people. The applicant must have the caring, patience, and emotional maturity to help low-income people overcome crisis situations.

Program: LawNY® is a not-for-profit law firm which provides civil legal services to low income clients in a fourteen-county region in western New York State. LawNY® staff work in a cooperative environment and all staff members are expected to assist other staff members to achieve the general purposes of our program.

Requirements: This position listing is for an attorney or a paralegal.

For attorney applicants: Admission to the New York State Bar is required. Applicants pending admission or attorneys admitted in another jurisdiction that qualify for a practice order for up to eighteen months pursuant to a court rule will be considered.

For paralegal applicants: Applicants must have at least three years of relevant professional experience.

Applicants also must have excellent advocacy and writing skills, and must be able to communicate effectively with people from diverse backgrounds and cultures. Most importantly, applicants must demonstrate a strong commitment to helping low-income and disadvantaged people overcome barriers to housing, medical and income support. Preference will be given to candidates who are bilingual in Spanish and English.

Salary/Fringe Benefits: Salary is dependent upon experience. The candidate will be placed on the LawNY® salary scale based upon their level of relevant experience. The salary for admitted attorneys with three years of experience is \$54,500 per year. Salary for paralegals with three years of experience is \$33,000. Fringe benefits include health, dental, life insurance, short and long-term disability and generous leave time. The position is available immediately and will remain open until filled.

Procedure: Applicants should submit a cover letter describing qualifications, resume, writing sample and the name and contact information of (3) references by November 25, 2019 to ensure full consideration. Applications will be accepted beyond that date until the position is filled. Applications should be addressed to the attention of Lori O'Brien, Deputy Director, and sent by e-mail to lawnyapplications@lawny.org. Candidates can also apply via [Indeed.com](https://www.indeed.com).

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

Printed: January 29, 2020

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