

# 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](http://www.lawny.org)

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## MLP Administrative Assistant- Rochester

**POSITION ANNOUNCEMENT (March 2021)**

**ADMINISTRATIVE ASSISTANT (ROCHESTER, NY)**

Legal Assistance of Western New York, Inc. (LawNY®) has an immediate opening for an Administrative Assistant at its office located in downtown Rochester. The Administrative Assistant will be responsible for providing administrative support to our Medical Legal Partnership Projects. Medical Legal Partnership (MLP) embeds attorneys at healthcare settings to address the social determinants of health. MLP practitioners work closely with healthcare professionals, including physicians, nurses, social workers, financial case managers, case managers, and access associates to resolve underlying legal issues that impact patient-client health. Successful applicants must be able to organize effectively and monitor a successful workflow to meet required deadlines.

**Duties include:** intake and reception, including answering incoming calls, returning voicemails and responding to emailed referrals; evaluating individuals requesting legal assistance for program eligibility; providing legal information and referral resources to callers; establishing, maintaining, and updating filing systems to ensure accuracy of files including uploading documents to a case management system; assisting with grant reporting requirements including data entry and/or report generation; and administering a health outcomes survey to program participants that includes the collection of client consent forms.

**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.

LawNY® is committed to equitable inclusion across race, gender, sexual orientation, gender

identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

**Requirements:** An associate's degree and/or a combination of education and relevant work experience is required. Applicants should have prior experience with low-income and other oppressed communities and clients. Excellent interpersonal skills, strong organizational skills, strong written and oral communication skills, an ability to work independently and strong computer skills are necessary. Fluency in Spanish or other languages is an asset, however, is not required.

**Salary/Fringe Benefits:** Salary is dependent on experience and based on a pay scale with annual increments. The entry level salary for an Administrative Assistant is \$27,300 increasing to \$31,850 for an individual with five years' experience. LawNY® provides an excellent benefits package including health, dental and vision insurance, generous leave provisions, retirement plan, paid parental leave, disability coverage and numerous opportunities for professional development and other benefits. This position is considered non-exempt under the Fair Labor Standards Act.

**Procedure:** Applicants should submit a cover letter describing qualifications, resume, writing sample and the name and contact information of (3) references for immediate consideration. The position is available immediately and will remain open until filled. To ensure full consideration, apply by March 26, 2021. Applications should be addressed to the attention of Lori O'Brien, Deputy Director, and sent by e-mail to [lawnyapplications@lawny.org](mailto:lawnyapplications@lawny.org) only. Candidates can also apply via 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. This position is considered non-exempt pursuant to the Fair Labor Standards Act.*

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