

Center for Elder Law & Justice is looking to fill a full-time **Supervising Attorney** position to work within our **Elder Abuse Unit**.

About CELJ:

Center for Elder Law & Justice (CELJ) is a civil legal services organization fighting for justice, primarily for low-income older adults, in 10 counties in Western New York. Our attorneys stop illegal evictions, save clients homes from foreclosure, put a stop to elder domestic violence, fight for public benefits, work with our local immigrant & refugee populations, and represent grandparents and other kinship care relatives in custody and neglect petitions in family court. We also advocate for systems-wide policy changes, commenting frequently on changes to regulations and working with local elected leaders on legislation that will impact the poor and vulnerable older adults in our area. We believe that independence and dignity are the hallmarks of justice.

Job Description:

Reporting to the Managing Attorney, the Supervising Attorney will be responsible for Supervising their department to ensure that the firm represents clients in a holistic manner to achieve clients' goals through aggressive advocacy.

The Supervisor will be based out of Buffalo with the expectation of travel to satellite offices and outlying counties, as needed.

This position will be eligible for a hybrid schedule.

The Elder Abuse Supervising Attorney will:

- Directly supervise unit members, currently one staff attorney and one paralegal.
- Handle a caseload.
- Provide trainings, community outreach, and education to individuals and local community-based organizations, and other advocates.
- Evaluate and make positive changes to the structure of the unit.
- Ensure reporting is completed, timely and accurate
- Identify sources of sustainable funding.
- Portray confidence and ability for making tough decisions and have a level of comfort with difficult conversations.

Each Supervising Attorney is expected to:

- Assume primary responsibility for their units' operations, including setting priorities, developing program areas, and creating and participating in outreach events.
- Work with HR handling training & development, and performance.
- Work with managing attorneys for program development to identify and write grants to support their unit.
- Help the CEO set the agency's lobbying priorities and work with elected officials on legislation.
- Provide quality assurance and supervision essential to the delivery of high-quality legal services, including caseload monitoring.
- Ensure that reporting targets are being met
- Participate in hiring, firing, and disciplinary decisions.
- Proactively engage with peers in continually developing way to better serve our clients.
- Build and strengthen strategic alliances and collaborative relationships.
- Develop and embrace innovative and efficient methods in which to deliver services.
- Enthusiastically support the work of all CELJ employees and be a defender and booster of the organization to the wider public.

Education & Experience

- Admitted to practice in New York State
- Experience in consumer and elder abuse cases, preferred
- Knowledge of civil legal services required, CELJ specific experience, preferred
- Knowledge of trauma informed care, preferred

Knowledge, Skills & Abilities

- Demonstrated leadership experience

- Demonstrated excellence in organizational, managerial and communication skills
- Analytical abilities and problem-solving skills
- Experience in grant writing and reports
- Excellent writing skills
- Litigation experience
- Ability to work independently

CELJ offers competitive benefits and compensation package, including:

- Extremely generous PTO
- **90%** employer covered health, dental & vision
- Fourteen holidays a year, plus two half-day holidays. Including a week off between Christmas Day to New Years Day
- Summer hours between Memorial Day and Labor Day
- Payment of license fees and association dues
- Encouragement of professional development
- Eligible for Federal Loan Forgiveness

Salary starts at \$90k

Resumes to Chandler Jones, HR Manager, cjones@elderjusticenyc.org