

Center for Elder Law & Justice is looking to fill a Supervising Attorney position to work within our **Medical-Legal 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 several 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. CELJ's medical-legal unit, the MedLaw Partnership of WNY, is a nationally recognized and award winning program located at four hospitals in Erie County.

**Job Description / Attorney Responsibilities:**

Provide direct civil legal services to clients. Practice areas include but are not limited to:

- Housing
- Consumer
- Substituted decision making
- Elder law
- Public benefits
- Employment Law

Consult and train medical providers to identify common legal issues, and develop collaborative working relationships with key hospital administrators, physicians, nurses and medical staff.

Work closely with health care providers and general counsel to address complex and intractable problems facing hospital patients. Handle legal issues that are largely linked to elder law, including housing matters, employment, healthcare, and end-of-life planning. Maintaining strong relationships with hospital staff and general counsel is essential.

**Job Description / Supervisor Responsibilities:**

The Supervising Attorney will:

- Provide direct oversight to agency-wide MedLaw Partnership activities
- Directly supervise 3-5 attorneys (and their paralegals/support staff)
- Evaluate and make positive changes to the structure of the unit
- Assist the Managing Attorneys, with relationship building and identifying new opportunities for growth
- Work with the Senior Management Team to identify trends and new methods of service
- Engage in grant reporting and develop innovative methods to evaluate program success
- Portray confidence and ability for making tough decisions and have a level of comfortability with difficult conversations

CELJ Supervising Attorneys are expected to:

- Assume primary responsibility for their units' operations, including setting priorities, developing program areas, and creating and participating in outreach events.
- Work with the development team 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.
- Participate in hiring, firing and disciplinary decisions.
- Handle a reduced caseload

*Supervising Attorneys are required to attend out-of-area conferences and meetings. Supervising Attorneys should expect to work more than a 40-hour workweek.*

**Preferred Qualifications:**

- Admitted to practice in NYS
- 5+ years legal experience preferred
- Self-starter; self-motivated
- Must enjoy a fast paced environment
- Able to handle multiple tasks
- Must be comfortable in a hospital setting
- This is not a traditional desk job; required to meet with clients bedside in healthcare settings
- Program development experience
- Substituted decision making, wills, elder law experience, preferred
- Communication and interpersonal skills required – must be comfortable collaborating with hospital staff
- Strong public speaking skills
- Able to identify and evaluate legal issues
- Commitment to communities we serve
- Travel amongst WNY counties, required

**To Apply:**

Send cover letter and resume to Rachel Haseley, HR Director [Rhaseley@elderjusticenyc.org](mailto:Rhaseley@elderjusticenyc.org)

*CELJ is an affirmative action/equal opportunity employer and welcomes all to apply, including veterans and individuals with disabilities. Employer recruits without regard to sex, race, sexual orientation, or gender identity, and any such candidates are strongly encouraged to apply*