

## ALL APPLICANTS MUST SUBMIT COVER LETTER WITH RESUME

**CCA is an Equal Opportunity Employer. We seek talented, dedicated individuals who possess a strong commitment to CCA's mission, including those with relevant personal experience in terms of recovery and/or justice involvement.**

**Title: Reentry Attorney**

**Location:** Syracuse, New York

**Direct Supervisors:** Reentry Advocacy Co-Directors

**Salary:** \$61,000 – \$63,000

The **Reentry Attorney** provides legal “civic restoration” services to people who face barriers to employment, education, and professional licensing as a result of their prior criminal conviction. Syracuse is one of the poorest cities in the U.S. with multiple neighborhoods besieged by high rates of poverty, a condition that overlaps with high rates of unemployment and high incarceration rates. CCA operates numerous programs which work with several target populations including people who have been involved in the juvenile or adult criminal justice system and who are now seeking to reintegrate into their communities to live productive and law-abiding lives. However, punishment does not end after serving a sentence: there are many consequences that haunt people long after they have completed their sentences—often for the rest of their lives. These are often referred to as the “collateral consequences,” but are more accurately described as “perpetual punishment” as the result of a criminal conviction.

CCA's Reentry Advocacy program (formerly called the Reentry Clinic) began in 2007 and since 2009, we have served over 1,000 individuals. As such, Reentry Advocacy has a well-defined and proven process of case management and effective delivery of quality legal representation in helping individuals overcome the legal barriers to reentry. The Reentry Advocacy staff provide the following legal services: obtaining and reviewing criminal history records; identifying and correcting mistakes on records; counseling clients on their criminal histories and employment rights; advocating to occupational licensing agencies; assisting clients in applying for Certificates of Rehabilitation; applying for sealing for eligible convictions and litigating on behalf of clients who have faced discrimination on the basis of a criminal record. The Reentry Attorney, in collaboration with the Directors and non-attorney staff, provides direct legal services to clients.

## **Duties and Responsibilities:**

- Identify potential legal barriers to successful reintegration, particularly in the areas of employment and education
- Obtain and review clients' criminal history records, identifying mistakes on such records that could impair the ability to obtain or maintain employment; seek to correct such mistakes by communicating with court personnel, obtaining certificates of disposition and sealing orders and conveying them to the appropriate law enforcement agencies, and, where appropriate, drafting, filing, and arguing motions to dismiss stale prosecutions, to seal arrests, or to re-sentence clients as Youthful Offenders
- Determine clients' eligibility for Certificates of Rehabilitation, and if so, assist clients in applying for the appropriate Certificate; for clients who seek occupational licensing or clearance from local or State agency, work with such clients to advocate for such licensing, and litigate in state court as necessary
- Working closely with referral program staff members, counsel clients on their criminal history records and employment rights and strategize with clients on how best to discuss their criminal history records with potential employers
- In collaboration with the Director, supervise other Reentry Advocacy staff in performing above duties; where appropriate, provide presentations to staff of the various referral programs
- In collaboration with the Director, participate in internal and outside training and coalitions; keep current on new laws impacting people with a criminal record as well as the most recent research regarding employment of people with a criminal record; use new laws and the research to update Reentry Advocacy procedures and protocols where appropriate
- Case and file management and maintaining and updating program database; in collaboration with the Directors, assist with program reporting to funders and CCA leadership, assist in identifying future funding opportunities and grant/contract drafting
- Regular travel to Onondaga and Monroe counties is required; travel elsewhere in NYS as needed (CCA requires any employee using their automobile on behalf of the company to carry a minimum bodily injury limit of \$100,000 per person, \$300,000 for each accident, and property damage limits of \$100,000 for each accident.)
- Perform other duties as assigned by supervisor

## **Qualifications:**

- Commitment to and experience in working with adults and youth from diverse cultural and socio-economic backgrounds who are or have been involved in the criminal justice system
- JD and admission to the New York State Bar required, and practice experience in criminal or civil courts preferred
- Excellent written and oral communication and advocacy skills, attention to detail, and computer literacy (word processing, e-mail, internet and legal research, data entry) required

**Note:** The Center for Community Alternatives requires any employee using their automobile on behalf of the company to carry a minimum bodily injury limit of \$100,000 per person, \$300,000 for each accident, and property damage limits of \$100,000 for each accident.

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## **Send Cover letter and resume via fax or email:**

Center for Community Alternatives

Fax: (315) 471-4924

Email: [jobs@communityalternatives.org](mailto:jobs@communityalternatives.org)

Url: <https://communityalternatives.org/about/jobopps/>

## **Comprehensive Benefit Package**

- Paid Vacation and Sick Time
- 11 paid holidays
- Paid Lunch Hour
- Medical and Dental Insurance
- Medical and Dependent Care Pre-Tax Flexible Spending
- 403(b) Retirement Plan
- Life Insurance and Supplement Life Insurance
- New York State Disability Insurance
- Employee Referral Bonus
- Employee Assistance Program
- Direct Deposit
- Transportation Savings program (New York City)
- Parking provided (Syracuse)