



Neighborhood Association for Inter-Cultural Affairs, Inc.

Human Resources - Job Descriptions

JOB DESCRIPTION

Title: Supervising Attorney
Reports to: Director of Legal Services
Status: Exempt

Summary:

The Supervising Attorney will supervise a team of staff attorneys. The Supervising Attorney holds a leadership role, he/she is responsible for training and mentoring the legal staff. The Supervising Attorney needs to have strong management skills, experience in conflict resolution, and provide culturally sensitive services to low-income families of the Bronx. Must supervise staff attorneys representing NAICA clients facing eviction in the Bronx County Court House (Housing Court).

Responsibilities:

The **Supervising Attorney** is responsible for but not limited to the following:

- Strong leadership and management skills with the ability to supervise a team of about eight attorneys;
- Train, supervise and mentor staff;
- Prepare staff attorneys for appearance for full representation non-payment and holdover proceedings in Bronx Housing Court and the NYCHA part and appear with them as necessary;
- Oversee a weekly high volume, court-based intake process for Universal Access;
- Conduct outreach, including facilitating educational workshops and trainings;
- Manage referrals made to our agency;
- Review and revise legal agreements, documents, motions, orders to show cause, etc.;
- Judge the merits and spot the issues of court cases that we are assigned by the court, the Department of Social Services, or self-referred;
- Respond tactfully to client, community and staff concerns;
- Create and maintain a professional work environment that fosters excellent legal outcomes, effective teamwork and clear communication;
- Reinforce and maintain staff accountability;
- Develop and maintain relationships with community-based organizations, government agencies, elected officials and the courts;
- Participate with HRA working groups and other meetings regarding Universal Access;
- Fluency in Spanish is a plus.



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GENERAL:

- Experience providing client representation and handling a case from intake to closing;
- Strong team building skills and ability to work individually;
- Professional ethics and integrity;
- Excellent communication, research, organizational and writing skills;
- Ability to anticipate legal issues;
- Experience working with low-income individuals.

QUALIFICATIONS AND SKILLS:

- An attorney in good standing in New York State with 3-5 years' experience including trial experience;
- Admitted to New York Bar,
- Litigation experience;
- Familiarity with New York City housing law and public benefits;
- Ability to handle stress and work in a fast-paced, high volume environment;
- Fluency in Spanish is preferred, but not required;
- Strong time management skills;
- Maturity, integrity, and sound judgment.