Supervising Attorney:
Eviction Prevention Unit
Rochester NY

POSITION DESCRIPTION

The Rochester office of LawNY® seeks to fill an opening for a Supervising Attorney in the area of housing law, specifically: landlord-tenant, homelessness prevention, and government benefits. We encourage applicants with a wide range of substantive legal experience to apply. We expect those who fill this position will grow and adapt their practice to the needs of the community and the organization, and place an emphasis on supervision skills and the ability to practice in multiple forums. The candidate must have the caring, patience, and emotional maturity to help low-income people overcome crisis situations.

The Supervising Attorney provides leadership and supervision in supplying comprehensive legal services to eligible clients and the ideal candidate should have a strong understanding of how civil legal issues affecting low-income communities intersect with social and economic justice. Supervisors play a critical role in realizing LawNY®'s vision of diversity, equity, and inclusion. Every supervisor is expected to actively engage in learning and becoming increasingly skilled in supervision that supports this vision.

QUALIFICATIONS *These are the basic requirements for the position.*

- Admitted to practice and in good standing in New York State

- Three (3) years experience providing legal services as a licensed attorney.

- Demonstrated commitment of service to low-income people.

- Commitment to engaging in learning and developing supervision skills that support diversity, equity, and inclusion.

RESPONSIBILITIES *These are the most significant responsibilities and primary functions of the position.*

- Provide respectful culturally competent legal services to low-income clients and client groups including advice, negotiation, litigation and administrative advocacy.

- Manage multiple tasks and deadlines while supervising caseload of supervisees and coordinate the periodic review of the cases.

- Identify leadership development and mentoring opportunities for supervisees and train less-experienced attorneys, paralegals and/or other staff in their pursuit of career advancement.
- Create and maintain a safe and healthy work environment for supervisees.
- Build relationships and collaborate with human services providers, non-profit organizations, community groups, and impacted community members as well as the courts, administrative tribunals, and the private bar to address legal problems within our community.
- Take responsibility for proper grant management requirements, program reporting, timekeeping, file maintenance, case closing, and compliance review.
- Maintain a high level of professional competence through attendance of training sessions, seminars and conferences and individual efforts to keep abreast of current developments in the area of poverty law and the application of an equity lens to client service.

ADDITIONAL TRAITS AND SKILLS *These are the traits, attributes, attitudes, and skills that speak to the candidate's ability to succeed in the position. While no one candidate will possess all of the qualities listed, the ideal candidate will have many of these qualities.-Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the desired competencies. We encourage you to apply even if you do not believe you meet all the desired competencies.*

- Experience incorporating an anti-racist and anti-oppressive lens into legal practice with an understanding of the concepts of structural and institutional racism and their impact on underserved and underrepresented communities.
- Experience with eviction defense and other legal issues affecting housing
- Strong interpersonal and communication skills, including a commitment to providing trauma-informed services.
- Experience with the courts and agencies in our service area, and/or lived experience with our client communities
- True fluency in a language other than English that is spoken by our clients.

COMPENSATION
Salary is dependent on years of experience and based on a pay scale with annual increments. The beginning salary for a Supervising Attorney with three years of experience is $68,000, and the salary for a Supervising Attorney with ten years of experience is $77,900. LawNY is a qualifying employer for public interest loan forgiveness program.

LawNY® provides an excellent package of fringe benefits including 94% employer paid health insurance with significant HSA contributions, 100% employer paid dental and disability

insurance, vision coverage, and $50,000 automatic life insurance as well as generous leave provisions including, in the first year of employment, 20 days of vacation plus 13.5 holidays and two floating holidays. Employees also receive 12 sick days and five personal days per year. New parents receive 20 days of paid new parent leave.

LawNY® is committed to providing a **work-life balance** to their employees. We encourage and support a 35 hour work week to ensure our employees have this balance. We also offer a **remote work policy** where new staff are able to work from home up to 3 days per week during their 6 month probationary period with manager approval, as their work load permits. This increases to 5 days per week once successfully finished with a probationary period with manager approval, as their workload permits.

ORGANIZATION INFORMATION

Legal Assistance of Western New York, Inc. (LawNY®) is a not-for-profit law firm that provides free civil legal services to low-income clients in a 14 county area of Western New York, the Finger Lakes, and the Southern Tier. LawNY® has seven fully staffed field offices in Bath, Elmira, Geneva, Ithaca, Jamestown, Olean and Rochester, satellite offices in Lakeville and Lyons, and a business office in Rochester.

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 increasingly committed to creating a law firm where race equity, diversity and cultural competency are integral components of our work, from client advocacy to internal operations.

APPLICATION PROCESS

To apply, submit your cover letter, resume, and three professional references through LawNY®'s BambooHR platform, found here and at www.lawny.org/Employment.

To apply, submit your cover letter, resume, and three professional references through LawNY®'s BambooHR platform found here. When outlining work experience on a resume, candidates are requested to label each position as full-time or part-time and describe unpaid volunteer/internships as such. The application deadline for this position is April 12, 2024.

To promote social justice and achieve our mission, LawNY® is committed to maintaining a diverse staff and creating an inclusive and respectful workplace. In your cover letter, please also include an explanation of how you think your lived and/or professional experience or background has prepared you to contribute to support a strong commitment to diversity and inclusion at LawNY® and in our fair housing work.

Questions or Accommodations? Contact Sandy Coyne at scoyne@lawny.org

Legal Assistance of Western New York, Inc. (LawNY®) is an equal opportunity employer. LawNY® strongly encourages applications from Black, Indigenous and People of Color, women, LGBTQIA+ individuals, people with disabilities, and persons from other underrepresented groups whose background may contribute to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. LawNY® welcomes

applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, veteran status, disability, genetic information or any other consideration protected by law.

This position is considered Exempt pursuant to the Fair Labor Standards Act.