

General Counsel

Affiliate Wide

Planned Parenthood of Central and Western New York (PPCWNY) protects and provides health care and education that empowers individuals and families. With respect. Without judgment. *No matter what.*

Diversity and inclusion are core values at Planned Parenthood of Central and Western New York (PPCWNY). PPCWNY recruits exceptional and diverse staff. PPCWNY strives to develop staff into leaders for a diverse and global workplace.

In support of Planned Parenthood of Central and Western New York (PPCWNY)'s mission, the **General Counsel** will provide support and advice on legal matters related to the general business operations ensuring legal and ethical compliance with local, state and federal laws.

Essential Functions

- Advises the President/CEO, Board of Directors, Executive Leadership Team and other affiliate staff (as necessary) on matters relating to general business operations.
- Ensures the affiliate's legal and ethical compliance with local, state and federal laws along with Planned Parenthood accreditation standards.
- Participates in legal matters that affect the affiliate in all areas where there is subject matter expertise including but not limited to: corporate governance, contracts, real estate, healthcare, patient privacy laws, human resources, insurance, audits, risk management, health care compliance, security, labor relations and employment, and proposed legislation, regulations, and public interest litigation that may affect PPCWNY.
- Drafts, reviews and assists in the maintenance of legal documents including contracts, leases, policies and procedures and other documents.
- Collaborates as needed with senior staff and/or act as primary liaison with outside counsel on any claims and legal issues brought against or by PPCWNY. May be required to represent the affiliate in litigation and other legal proceedings if appropriate.
- Develops and implements special projects as requested by the President/CEO.
- Assists with legal strategies and decision making with PPFA (Planned Parenthood Federation of America) and PPESA (Planned Parenthood Empire State Acts) as required, including participation in General Counsel calls.
- Provides training to affiliate staff as needed and as directed by President/CEO.
- Coordinates with Compliance and HIPAA Privacy and Security Officer(s) as needed and as directed by the President/CEO.
- In collaboration with Director of Compliance, Quality and Risk Management, supports risk and quality management by proactively communicating identified risks to President/CEO in order to minimize risk when possible.
- Provides oversight to the Compliance, Quality and Risk Management Program and assures agency adherence to relevant standards, laws and regulations.

- Maintains the highest level of professional and ethical standards and act in compliance with both the letter and spirit of all applicable laws and regulations.

Other Accountability Activities

- Oversees the Compliance, Quality and Risk Management (CORM) Department; provides supervisory direction and coaching to staff, and appraises performance in accordance with PPCWNY policies, accreditation standards and applicable laws. ,
- Develops and oversees the annual budget related to external legal expenses.
- Identifies, secures and coordinates pro bono opportunities for legal counsel.
- Works closely with PPESA legal counsel to protect and advance the interests of PPCWNY
- This position may require occasional access to and review of PHI as it relates to potential medical claims or litigation.
- Performs other duties as assigned.
- Shows respect to all internal and external customers for differences in backgrounds, lifestyles, viewpoints and needs in areas such as race, gender, ethnicity, creed, sexual orientation and others

Qualifications

Applicants must possess the following qualifications (or equivalent combination of education and experience):

Education–

- Juris Doctor from accredited law school, license to practice law in the State of New York, and good standing with the NYS Bar Association required.

Experience–

- Minimum five (5) years as general in-house counsel, preferably for a nonprofit, or seven (7) years in private practice with a specialty in business law.
- Expertise in employment law and/or contracts
- Healthcare experience preferred.

Knowledge, Skills, & Abilities:

- Strong commitment to the policies and goals of Planned Parenthood.
- Excellent verbal, written and presentation communication skills including the ability to communicate effectively with multiple audiences.
- Ability to work independently and as a team member.
- Ability to prioritize and manage numerous projects simultaneously within a constantly changing environment.
- Self-motivated, with ability to work with little direct supervision.
- Results-oriented execution skills.
- Ability to perform at the highest level of customer service.
- Excellent interpersonal skills, including negotiation and facilitation skills.
- Ability to think strategically and tactically.

- Highly organized and efficient with a commitment to accuracy and attention to detail.
- Ability to read, analyze and interpret common financial reports and legal documents.
- Ability to respond to inquiries or complaints from stakeholders, regulatory agencies or members of the business community.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Experience with Microsoft Office programs including Word, Excel and Outlook.
- Must be able to work a flexible schedule.
- Must have reliable transportation and/or a valid driver's license not in jeopardy of being revoked.
- Demonstrates a commitment to respecting and learning about the cultural differences, backgrounds, historical traumas, and intersectionality of all colleagues, clients, customers, and vendors.
- Planned Parenthood seeks candidates who are proficient in two or more languages.

Physical Requirements

- Possess sufficient mobility to perform the Essential Functions listed in this Job Description with or without an accommodation
- Ability to travel to all agency locations as assigned

Work Schedule

This is a regular part-time (benefits eligible), 20 - 24 hours a week, position.

Benefits & Compensation

At PPCWNY, we are committed to equitable compensation practices and transparency. In alignment with these efforts, the pay for this position ranges from \$64.12 to \$90.52/hour. Actual compensation will be determined by experience and other factors permitted by law.

In addition to competitive compensation, PPCWNY offers an extensive benefits package with generous Paid Time Off, 10 paid holidays, affordable medical, dental, and vision options, Health Savings Account or Flexible Spending Account, 401(k) with match, and much more!

How to Apply

Visit the following link: [Paylocity](#)

Planned Parenthood of Central and Western New York is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, protected veteran status, or status as a qualified individual with disability.

We are committed to workforce diversity and aspire to reflect the communities we serve. To that end, we strongly encourage people of color, LGBTQ identifying individuals, people with disabilities and other underrepresented groups to apply.