

Job Openings

## Staff Attorney - Domestic Violence/Sexual Assault/Public Benefits

Staff Attorney - Ithaca, New York (Hybrid)

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Department

Staff Attorney

Employment Type

Full-Time

Minimum Experience

Entry-level

Compensation

No experience: \$70,000; 30 years experience: \$106,100

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### POSITION DESCRIPTION

The Ithaca office of LawNY® seeks to fill an immediate opening for a full time Staff Attorney in its Family Law/Public Benefits Unit. The attorney will provide direct legal representation primarily in family court for victims of domestic violence and/or sexual assault, including family offense petitions, custody/visitation, and child support, as well as providing civil legal services to victims to enhance victim safety, improve financial security and hold offenders accountable. In addition to family court practice, the Staff Attorney will also provide legal services to LawNY clients on issues related to public assistance eligibility for emergency housing.

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. The candidate must have the caring, patience, and emotional maturity to help low-income people overcome crisis situations.

Staff Attorneys at LawNY® provide 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. Staff Attorneys play a critical role in realizing LawNY®'s vision of diversity, equity, and inclusion. Every Staff Attorney is expected to actively engage in learning and becoming increasingly skilled in practice that supports this vision.

### COMPENSATION PACKAGE

The beginning salary for a Staff Attorney at LawNY with no experience is \$70,000 and the salary for a Staff Attorney with thirty years of experience is \$106,100. Salary will be based on experience. LawNY is a qualifying employer for the Public Service Loan Forgiveness program(PSLF).

**LawNY® provides an excellent package of fringe benefits including:**

- 94% Employer paid Medical Premium with 100% Employer paid in-network deductible
- 100% Employer paid Dental Insurance
- 100% Employer paid Life Insurance
- 100% Employer paid Enhanced Short-term Disability
- 100% Employer paid Long-term Disability
- Vision Insurance
- 20 Paid Vacation days per year
- 12 Sick days per year
- 5 Personal days per year
- 13.5 Holidays plus 2 floating Holidays per year
- 35-Hour Work Week
- Hybrid Work Schedule (new staff are able to work from home up to 3 days per week. After 6 months, this increases to 5 days per week with Manager approval, as workload permits)

*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, veteran status, sex, gender identity, sexual orientation, pregnancy, national origin, age, veteran status, disability, genetic information or any other consideration protected by law.*

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

- Admitted to practice and in good standing in New York State.
- Demonstrated commitment of service to low-income people.
- Excellent oral and written communication skills.

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

- Maintain a full-time caseload representing eligible clients.
- Develop and maintain specialized knowledge in the dynamics of domestic violence and sexual assault, providing trauma-informed legal services, family court representation for victims of domestic violence and sexual assault, and legal advice and supportive services through the criminal justice process, as well as representation in other civil legal matters as they relate to the victimization.
- Interacts respectfully with clients from a wide range of backgrounds, with an awareness of the importance of cultural competence and humility.
- Collaborates with other LawNY® advocates, human services providers, non-profit organizations and community groups as well as the courts, administrative tribunals and the private bar to address legal problems within our community, including providing community legal education.
- Contributes to a safe and healthy work environment for fellow employees.
- Cooperates in all grant reporting requirements, program reporting, timekeeping, file maintenance, case closing and compliance review.

**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. LawNY encourages each candidate to think about their own personal knowledge, skills, and experience, as well as professional skills and experience in relation to this list.*

- Litigation and advocacy experience in state and/or federal court and/or administrative forums within at least one other area of poverty law, in addition to family court, especially government benefits, eviction prevention, consumer, and/or fair housing.
- Experience incorporating an anti-racist and anti-oppressive lens into legal practice.
- An understanding of the concepts of structural and institutional racism and their impact on underserved and underrepresented communities.
- Strong interpersonal skills, including a commitment to providing trauma-informed services.
- Lived experience with our client communities.
- True fluency in a language other than English that is spoken by our clients.
- Passion for social justice and commitment to the mission of LawNY.
- Excellent use of Google Drive/GSuite, Word, and Excel; database programs; and Lexisnexis or Westlaw.

## **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® has been providing high quality legal representation for 54 years, and today has over 180 employees, including attorneys, paralegals, and a legal support team who work closely across areas of specialization to bring a holistic approach to addressing legal issues affecting our clients and community.

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 references through LawNY®'s BambooHR platform, found [here](#) and at [www.lawny.org/Employment](http://www.lawny.org/Employment). 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.

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 that your lived and/or professional experience

or background has prepared you to contribute to support a strong commitment to diversity and inclusion at LawNY®.

Questions or Accommodations? Contact Michelle Grillone at [mgrillone@lawny.org](mailto:mgrillone@lawny.org)

[BambooHR](#)