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## **JOB ANNOUNCEMENT STAFF ATTORNEY**

### **ORGANIZATION DESCRIPTION**

Access Justice Brooklyn (AJB) is a nonprofit organization that uses the collective talents of our staff and volunteers to provide high-quality, pro bono legal services and community education to our neighbors in need. We envision an equitable Brooklyn where everyone knows their rights and has access to legal support. To achieve this vision, we partner with compassionate pro bono attorneys to provide high-quality civil legal services that help ensure equal access to the legal system. Our dedicated staff and volunteer legal professionals provide direct civil legal services and assistance to low-income Brooklyn residents in areas that address essential aspects of life, such as family stability, aging safely and comfortably, personal finances, housing, and freedom of movement. Staff also participate in and facilitate clinics, hotlines, and other types of legal education.

Learn more about Access Justice Brooklyn by visiting [www.accessjusticebrooklyn.org](http://www.accessjusticebrooklyn.org).

### **POSITION OVERVIEW**

Access Justice Brooklyn has an exciting opportunity for an attorney to oversee all aspects of our elder law program, including our long-standing Senior Legal Education and Assistance Program (Senior LEAP), which provides legal information and advice to hundreds of seniors throughout Brooklyn each year. The attorney will expand AJB's scope of services to provide legal assistance and community education related to government benefits, such as Medicaid, Medicare, and housing subsidies, which are necessary for seniors to maintain a stable and sufficient income. The attorney will also collaborate with other AJB staff to ensure seniors receive assistance with ancillary legal issues, such as preparation and execution of health care proxies and wills; assistance with consumer debt issues; representation in family legal matters such as a divorce or custody of grandchildren; foreclosure prevention; and assistance related to deed scams, mortgage theft, and reverse mortgages. The program will ensure seniors know their rights, have financial security, and can safely age in place, promoting community-level stability and preserving the character of Brooklyn neighborhoods.

### **KEY RESPONSIBILITIES**

- Manage all aspects of the Access Justice Brooklyn's elder law program, including recruiting, training and mentoring volunteers to provide pro bono services, under supervision of the director of legal services
- Build and oversee a new practice at Access Justice Brooklyn for seniors to access government benefits, such as Supplemental Security Income (SSI), Medicare, food stamps, and housing subsidies, and assist with appeals of benefit denials or reductions
- Provide legal advice, representation, and community education to Brooklyn residents seeking help related to government benefits access

- Assist seniors requiring legal support in other areas of elder law and economic justice, such as advanced life planning, consumer debt, bankruptcy, and deed theft
- Recruit volunteer attorneys to provide pro bono representation to Access Justice Brooklyn clients by conducting Continuing Legal Education (CLE) trainings and presentations on elder law, including government benefits and related issues
- Mentor and support volunteer attorneys, law students, and staff handling matters for seniors
- Seek out and cultivate new relationships with community organizations, elected officials, and social service organizations to reach new senior clients and facilitate referrals for ancillary services
- Participate in workshops, walk-in clinics, community information initiatives, and program assessment work in collaboration with new and existing partners
- In collaboration with the pro bono director, oversee and create elder law clinics and other pro bono opportunities as appropriate for law firms and other volunteers, including staffing, recruitment and supervision of volunteers and law students
- Conduct intake and provide advice and brief services to Brooklyn residents who are proceeding pro se in government benefits and other elder law matters
- Serve as a resource to staff on elder law and government benefits issues, including conducting intake and assessing the legal issues of prospective clients and the suitability of cases for referral to volunteer attorneys
- Conduct and organize community outreach and “know your rights” presentations
- Prepare program reports and assist with grant reports and proposals as needed
- Ensure milestones and programmatic goals are met
- Participate in special events, including both fundraising and volunteer recognition events
- Serve on committees, task forces and panels relating to policy issues and/or legislative reform efforts impacting seniors
- Participate in strategic planning, program assessment, special projects and initiatives, and other organizational work as needed

## **QUALIFICATIONS**

- Admission to NYS Bar is required
- Three years of experience handling elder law and/or government benefits matters cases in New York State is preferred
- Passion for social justice and pro bono
- Exceptional attention to detail
- Strong negotiation and litigation skills
- Strong problem-solving, interpersonal, and oral and written communication skills
- Flexibility, creativity, and a sense of humor
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Outgoing and professional demeanor for interacting with a wide range of individuals from different cultures and backgrounds
- Fluency in Spanish is helpful but not required

**SALARY**

Salary range is \$75,000-85,000 depending on experience. Benefits include medical; dental; vision; life, accidental death, and long-term disability insurance; 401K plan with employer match; flexible spending accounts; pre-tax transit program; and liberal Paid Time Off policy.

**APPLICATION**

Email resume and cover letter to [jobs@accessjusticebk.org](mailto:jobs@accessjusticebk.org). Only qualified applicants will be contacted for an interview. No phone calls, please.

*Access Justice Brooklyn is an equal opportunity employer. We actively recruit and seek to grow and maintain a diverse staff, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity.*

*For more information about our commitment to diversity, equity, inclusion, and access, please visit <https://www.accessjusticebrooklyn.org/about-us/mission-visions-values>.*