

May 2, 2023

JOB ANNOUNCEMENT

INTAKE STAFF ATTORNEY MENTAL HEALTH LAW PROJECT

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking an intake staff attorney to join its Mental Health Law Project. The Mental Health Law Project assists people with mental health disabilities living in the community by providing advice, counsel, and representation on housing, public benefits, disability rights, consumer, and other matters. The intake staff attorney will focus primarily on conducting intake and providing advice to people with mental health disabilities.

MFJ's mission is to achieve justice for all. MFJ prioritizes the needs of people who are low-income, disenfranchised, or have disabilities as they struggle to overcome the effects of social injustice and systemic racism. We provide the highest-quality free, direct civil legal assistance, conduct community education and build partnerships, engage in policy advocacy, and bring impact litigation. We assist more than 14,000 New Yorkers each year, benefiting over 24,000. MFJ has a staff of more than 165 attorneys, paralegals, social workers, and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice.

Responsibilities include, but are not limited to:

- Conducting client intakes in person and on the telephone.
- Assessing clients' eligibility for services.
- Analyzing and evaluating legal issues presented during the intake process.
- Providing brief legal advice, referrals, and information to clients.
- Investigating clients' requests for services.
- Making recommendations about case acceptance.
- Although the primary focus of this position is intake, the attorney will also advocate for and represent clients.
- Conducting community outreach, trainings, and education.
- Inputting and maintaining records and running reports in our case management system.
- Notarizing clients' court or other documents as necessary

Requirements:

1. Admission to the New York State Bar.
2. Knowledge of housing law or government benefits.
3. Well-organized and capable of managing a substantial number of intake files.
4. Experience with a case management system.
5. Demonstrated interest in working with people who have mental health disabilities and/or people who have experienced significant trauma.

6. Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client interactions without the assistance of a translator or interpreter.

Salary is pursuant to a collective bargaining agreement with excellent fringe benefits. The salary range for this position is \$73,742.62 to \$128,365.06.

Applicants should email a cover letter, resume and writing sample to recruitment@mfjlegal.org with “**Mental Health Law Project Intake Staff Attorney 2023**” in the subject line. We encourage all applicants to include in their cover letter a statement about how their background or experience might contribute to the diversity and perspective of our office. Please indicate where you saw this ad. Applications must be received by May 22, 2023. Early applications encouraged. No telephone calls please.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MFJ IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration for employment without regard to race, color, sex, gender, age, religion, national origin, citizen status, marital status, physical or mental disability, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by law. BIPOC, women, people with disabilities, and LBGTQIA+ candidates are encouraged to apply.