

August 24, 2015

**Job Announcement  
Staff Attorney**

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a staff attorney whose primary responsibility will be to conduct client intake for its Mental Health Law Project. The Mental Health Law Project works in collaboration with mental health providers and social workers in inpatient and outpatient settings using a medical-legal partnership model. This is not a litigation position.

**Responsibilities may include, but are not limited to:**

- Conducting client intake, including on the telephone and in person, both at our offices and at off-site clinics.
- Assessing clients' eligibility for services.
- Analyzing and evaluating legal issues presented during the intake process.
- Providing brief legal advice, referrals, and information to clients about their rights.
- Investigating clients' requests for services.
- Making recommendations about case acceptance at weekly project intake meetings.
- Scheduling off-site clinics and trainings.
- Inputting and maintaining records in file management system.

**Requirements:**

1. Admission to NYS Bar.
2. Knowledge of housing law or government benefits.
3. Well-organized and capable of managing a substantial number of intake files.
4. Computer literate, including experience with file management systems.
5. 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.

Applicants should submit cover letter, resume and writing sample addressed to jzelhof@mfy.org and transmitted by e-mail to Jeanette Zelhof with "**Staff Attorney 2015**" in the subject line. Applications must be received by Tuesday, September 8, 2015. Early applications are appreciated, and interviews will be conducted on a rolling basis. No telephone calls please.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.