

June 15, 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 for its family law work on behalf of kinship caregivers. MFY's Kinship Caregiver Project represents grandparents and other family members who are taking care of related children outside of the formal foster care system to help stabilize families by assisting in custody, guardianship and adoption proceedings, in administrative proceedings to keep children out of foster care, in accessing public benefits and in obtaining special immigration juvenile status – all in an effort to keep children with kin and out of the foster care system. The attorney will directly represent family members and will also train pro bono attorneys to take cases and mentor them after they do. The attorney will work on updating and drafting project materials, as well as working on policy and state legislative initiatives.

Responsibilities include, but are not limited to:

- Conduct client intake in the office, at clinics in the courthouse and at community-based organizations
- Research legal issues and draft memoranda
- Represent clients in court in custody, guardianship and adoption proceedings and to obtain special immigrant juvenile status
- Represent families to obtain public benefits
- Litigate all phases of cases including drafting pleadings, engaging in motion practice, conducting trials, and writing and arguing appeals
- Identify issues for impact litigation or policy initiatives and legislative advocacy campaigns
- Draft white papers, present testimony, participate in and lead coalitions and advocacy campaigns
- Train and mentor pro bono attorneys to represent clients with adoption and other matters
- Conduct outreach to the community to educate social and legal services providers, prepare comprehensive training manuals and participate in NYC KinCare Task Force
- Lobby on issues of importance to the client population
- Maintain records in office database.
- Be available for evening meetings with clients and community-based partners

Requirements:

- Admission to NYS bar
- Two to four years family law experience
- Fluency in Spanish
- Excellent research and writing skills.
- Ability to balance individual caseload, mentoring pro bono attorneys, and advocating for legislative or policy changes.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit cover letter, resume and writing sample addressed to Jeanette Zelhof, Executive Director, and transmitted by e-mail to jzelhof@mfy.org with **Family Staff Attorney** in the subject line. Please submit no later than June 26. Interviews will be conducted the week of June 29.

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.

For further information about MFY, please go to www.mfy.org.