

October 9, 2012

Job Announcement - Staff Attorney

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services low-income New Yorkers, is seeking a staff attorney for its Kinship Caregiver Law Project. The project represents grandparents and other family members who are taking care of related children outside of the formal foster care system, in custody, guardianship and adoption proceedings, and assists them in obtaining public benefits. The goal of the project is to help stabilize families, promote greater permanency for children, and prevent children from entering the foster care system. The successful candidate will work with the project to recruit, train and mentor attorneys from large New York City law firms to provide legal representation. The attorney will accept some cases for direct representation and will work with and train pro bono attorneys to take on others. The attorney will work on updating and drafting project materials, as well as working on policy and state legislative initiatives, as well as be part of a new advocacy campaign to train attorneys statewide on creating pro bono kinship care projects.

Responsibilities include, but are not limited to:

- Conduct client intake
- Research legal issues and draft memoranda
- Represent clients in Family Court in the areas of private placement adoptions, custody guardianship proceedings and special immigrant juvenile status petitions
- Provide advice and representation on public benefits to kinship caregivers
- Provide advice and counsel to self-represented litigants at a clinic on-site at Bronx Family Court
- Recruit, train and mentor pro bono attorneys from large law firms to represent clients with guardianship, custody and private placement adoption matters
- Conduct outreach to the community to educate social and legal services providers, prepare comprehensive training manuals and participate in NYC Kincare Task Force
- Maintain records in office database.

Requirements:

- Fluency in Spanish
- Interest in family law (one to three years experience a plus)
- 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 eperez@mfy.org.

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

MFY IS AN EQUAL OPPORTUNITY EMPLOYER.