

May 8, 2015

**JOB ANNOUNCEMENT
SUPERVISING ATTORNEY – MFY LEGAL SERVICES, INC.**

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides a range of free civil legal services to low-income New Yorkers, is seeking a supervising attorney to lead a team of lawyers and paralegals that serves the legal needs of vulnerable people. Using the principles behind medical-legal partnerships, the work focuses on resolving health-harming legal problems, from preserving housing in rent-regulated apartments, supported apartments and SROs, to ensuring that people receive the benefits to which they are entitled. The team represents people in Housing Court, state court, federal court, and administrative proceedings; works in coalition with advocacy groups on policy issues; analyzes and provides testimony on issues affecting this community; and conducts trainings for the courts, and community groups.

Responsibilities:

- Oversee work of attorneys and paralegals handling a range of civil legal problems, including, among others, those related to housing and government benefits.
- Address systemic problems through policy, advocacy and/or impact litigation.
- Work with Director of Litigation for Disability & Aging Rights to identify issues for affirmative litigation.
- Work closely with community and hospital-based mental health providers, including those with whom MFY has a medical-legal partnership, and develop new partnerships.
- Coordinate a program of community outreach and training to community health centers.
- Manage and report on government contracts and other grants.
- Work with the management team to address general office needs, such as preparing CLE training materials, contract management, fundraising and other administrative tasks.
- Carry own docket, as time permits.

Requirements:

- Knowledge of housing law and government benefits.
- Litigation experience in state and/or federal court and experience with appellate advocacy.
- Excellent research and writing skills.
- Leadership, teambuilding and mentoring skills.
- Highly organized with excellent time management skills.
- Spanish or Chinese language skills a plus.

Salary: Commensurate with experience, with excellent fringe benefits.

Applicants should submit cover letter, resume and writing sample (preferably an appellate brief) to Jeanette Zelhof, Executive Director, and transmit by e-mail to jzelhof@mfy.org by May 22, 2015. Early applications will be reviewed and interviews will be conducted on a rolling basis. No telephone inquiries 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.