

August 29, 2013

Job Announcement - Supervising Attorney

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking an attorney to supervise its Government Benefits Unit that will provide a wide-range of legal services for low-income New Yorkers in the following areas: income maintenance, such as SSI/SSD benefits for adults and children, public assistance, and food stamps; health benefits, including Medicaid and other insurance; and, potentially, children's educational rights. The supervisor will oversee the work of attorneys and paralegals who practice before administrative agencies and in state and federal court. A focus of the position will be to work with the Social Security Administration to overcome barriers to work.

Responsibilities include, but are not limited to:

- Supervise attorneys and paralegals;
- Supervise outreach to client communities;
- Identify issues for impact or class action litigation or policy initiatives, including white papers and legislative advocacy campaigns;
- Maintain records in office database;
- Strengthen and further develop relationships with community partners and funders; and
- Work with the management team to address general office needs, such as preparing CLE training materials, contract management, fundraising and other administrative tasks.

Qualifications:

- Knowledge of federal, state and local income maintenance benefits;
- Track record of filing successful Article 78 proceedings;
- Track record of bringing affirmative litigation in state or federal court;
- Excellent research and writing skills;
- Well organized, highly responsible and capable of supervising staff while managing a small caseload;
- Leadership, teambuilding and mentoring skills;
- Ability to work with coalitions;
- Knowledge of children's education issues a plus;
- Experience with grants management a plus;
- Spanish or other language skills a plus.

Salary: Commensurate with experience and consistent with agency salary structure.

Applicants should submit cover letter, resume and writing sample (preferably a memorandum of law) addressed to Jeanette Zelhof and transmitted by e-mail to jzelhof@mfy.org with **Supervising Attorney** in the subject line. Applications must be received by September 13, 2013. Please indicate where you saw this posting. Early applications are appreciated. Due to the volume of resumes received for recent postings, we will respond only to applicants selected for interviews.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER