



**The Family Center (TFC)** is a nonprofit providing behavioral and mental health services, as well as social and legal services, to families affected by illness, crisis and loss. The Family Center has pioneered programming design and research to address the myriad of issues that challenge vulnerable New Yorkers and their families. Please visit our website at [www.thefamilycenter.org](http://www.thefamilycenter.org) to learn more.

TFC is seeking a **full-time staff attorney** to join its Legal Wellness Institute (LWI). LWI promotes health and stability for low-income New Yorkers affected by serious illness and disability by providing representation in a number of practice areas including: (1) Housing Law; (2) Family and Matrimonial Law; (3) Public Benefits and Healthcare Access; (4) Lifetime and Future Planning; and (5) Individual Rights. LWI's holistic, community-centered model is designed to meet the needs of our specific client population. In keeping with our commitment to holistic representation, all LWI attorneys represent clients in all of our practice areas. Work often occurs out-of-office throughout the NYC community, including in clients' homes, hospitals, hospices, and nursing homes, among other locations.

While Staff Attorneys are expected to manage individual caseloads, they function as part of a collaborative, close-knit team and receive substantial mentorship and guidance. Staff Attorneys receive extensive orientation, ongoing training and supervision, and many opportunities for professional growth and development. TFC is committed to supporting staff to do this difficult work well, and encourages work-life balance and self-care.

#### **Primary Responsibilities**

- Advise and represent clients in all of LWI's practice areas and appear in courts and administrative agencies in all five boroughs of NYC
- Manage all facets of client representation including intake and interviews, client meetings, legal research, drafting legal documents, negotiations, hearings, and trials
- Maintain proper case/client files and records, both paper and in our electronic client database; complete documentation as necessary for representation and as required by various funders.
- Participate in ongoing trainings relating to cultural humility and competency, trauma-informed care, and diversity, equity, and inclusion; treat all clients and other third parties with respect and appreciation for diversity; facilitate access and inclusion for clients and others with barriers including disability or language access; act in accordance with principles of cultural humility.
- Create and lead community presentations and legal clinics on various topics at locations throughout NYC.
- Assist with orientation and in-service training of new staff, interns, and volunteers.
- Other duties as assigned

#### **Required Qualifications**

- Juris Doctor
- Must be admitted to the New York State Bar or eligible for admission
- Demonstrated commitment to public service and seeking justice for marginalized communities
- Excellent writing, research, analytical, and organizational skills
- Personal integrity in handling ethically complex and confidential situations
- Trauma-informed and sensitive listening and communication skills
- Ability to communicate clearly and effectively, both orally in a courtroom setting and in writing

- Ability to work effectively with colleagues and stakeholders in a highly collaborative and multidisciplinary environment
- Willingness to travel throughout NYC to meet with clients, give presentations, and appear in court

**Desired Qualifications**

- Experience working with individuals affected by mental and/or physical illness
- Experience in family law, public benefits, housing, or elder law, or other litigation experience
- Fluency in Spanish, preferred

**Location:** This position is eligible for hybrid work. Our office is located at 493 Nostrand Avenue, Brooklyn, NY, which is conveniently located steps away from several public transportation options.

**Starting Pay Range:** \$72,000/year - \$84,000/year (full-time); salary commensurate with experience.

**Schedule:** This is a full-time, exempt, salaried position. The core working hours for this position are Monday to Friday 9:30am-5:30pm, but exact hours may vary.

**Employee Benefits:** The Family Center offers a highly competitive benefits package, which includes medical, dental and vision insurance, Long-Term Disability insurance, a 403(b) retirement plan, a pension plan, a Flexible Spending Account (FSA), Life Insurance, commuter benefits, a tuition reimbursement program, paid federal holidays, summer Fridays and other early leave days throughout the year, a generous vacation policy, and extensive professional training and development opportunities.

The Family Center is a registered 501(c)(3) nonprofit, and is an eligible employer for the Public Service Loan Forgiveness Program.

At The Family Center, we are dedicated to creating a positive work environment for our team. We value relationship-building and collaboration within and across its departments. We also greatly value and appreciate our team members, their well-being and work-life integration. We strive to create a workplace where staff feel supported and receive ongoing coaching, training and opportunities for growth. The Family Center is also committed to diversity, equity and inclusion (DEI) and has a DEI program that all team members have the opportunity to participate in and contribute to.

**How to Apply**

Please email a resume, cover letter and one writing sample to [jobs@thefamilycenter.org](mailto:jobs@thefamilycenter.org) with the subject line "Staff Attorney." The Family Center greatly appreciates the time and effort that candidates put into their applications, and carefully reviews each one. Due to a high volume of applicants, however, the Family Center is only able to contact those candidates that are selected for further consideration.

**Equal Opportunity**

The Family Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.