VOLUNTEER LAWYERS PROJECT OF CNY, INC.

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Staff Attorney – Kinship and Domestic Violence
Full-Time, Salaried, Exempt Professional (35-hour work week)
Volunteer Lawyers Project of CNY, Inc.

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

Position Description:

We are seeking a dedicated and compassionate full-time Staff Attorney for Kinship and Domestic Violence to provide direct legal representation to kinship caregivers in Family Court and to victims of domestic violence and other crimes in family law and divorce matters. This position offers the opportunity to make a meaningful impact by helping vulnerable individuals and families navigate complex legal issues while working collaboratively with community partners and service providers.

This position is funded by Onondaga County as well as a NYS Office of Victim Services grant focused on supporting survivors through trauma-informed legal services. This attorney would report directly to the Program Director for Family Law.

Duties to include:

- Provide comprehensive legal representation to survivors in areas including orders of protection, custody, child support, and divorce;
- Be an advocate for victims of domestic violence, sexual assault, stalking, and intimate partner violence in family law matters and divorce;
- Conducting client intakes and needs assessment as well as safety planning in a trauma informed culturally responsive matter;
- Drafting, including petitions, pleadings, motions, financial disclosure, client statements, and affidavits;
- Preparing court communications and filings;
- Regular communication with clients and work to advance client cases, including following up with clients and courts to obtain necessary documentation;
- Conduct legal research as needed to support the program;
- Assist with creation of effective educational materials and presentations to support volunteer attorneys, clients, community partners, and staff;
- Collaborate with law enforcement, medical providers, shelters, victim advocates, and other service providers to ensure holistic support for survivors.

- Maintain up-to-date client files, and lead all aspects of client case management, including some data entry and use of case management software;
- Maintain client confidentiality and treat clients with dignity and respect, honoring their lived experiences and focusing on their strength when helping to find solutions to their problems;
- Ability to work calmly and respectfully with people facing crises or significant problems;
- Conduct community outreach events and training programs;
- Help with grant reporting as requested by grants management team;
- Design and conduct client outreach, communication and training materials;
- Assist in any other matters or programs in the organization as needed or directed.

Minimum Qualifications:

- Juris Doctorate Degree and admission or pending admission to NY State Bar
- Demonstrated experience or strong interest in representing kinship caregivers and survivors of domestic violence and/or sexual assault.
- Experience working with (or volunteering with) vulnerable and diverse populations preferred.
- Ability to work independently and as part of a collaborative team

Traits of our ideal candidate:

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who works respectfully with all staff members to analyze and solve issues as they arise.
- Fully embrace mission and purposes of the organization.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic, ability to work productively in a fast-paced environment.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work with sensitive and confidential information.

We expect this position to mainly be in-person, as dictated by court appearance requirements, with some opportunity for hybrid or work from home hours each week. Expectation of willingness to attend court, community outreach events, and meet with clients as necessary.

Salary is dependent upon experience, starting at **$85,000/year** for attorneys in their first year of practice and increasing with more relevant experience. Benefits package included. This job description is not an exclusive statement of the roles and responsibilities of the position. Other duties may be required.

To apply, please submit cover letter and resume to **family@vlpcny.org**. Applications will be accepted until the position is filled, and we are hoping to fill the position as soon as possible.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.