



## **JOB POSTING**

### **STAFF ATTORNEY**

**Posting Date:** March 13, 2024  
**Position Title:** Staff Attorney  
**Classification:** Exempt status/Full-time  
**Location:** In-person, Rockland County, NY  
**Reports to:** Supervising Attorney, Family & Matrimonial Law  
**Anticipated Start:** April 1, 2024

**JOB HIGHLIGHTS:** The Staff Attorney represents adult and minor victims/survivors of sexual assault/abuse, sexual harassment, and gender-based discrimination. The Staff Attorney represents survivors who have been victimized in educational and workplace settings, in dating, intimate and family relationships, and because of sex trafficking, sex crimes and internet ruses. The Staff Attorney should be committed to the mission of the agency and provide clients with high standards of legal services in a way that is client centered. The attorney should have strong oral and written advocacy skills; be proactive, organized, and responsive to deadlines; be culturally competent; and collaborate well with other departments within the organization, in addition to external partners and stakeholders. This position is a full-time, 35-hour per week, *exempt* position that reports to the Supervising Attorney, Family & Matrimonial Law. **New York Bar Membership Required.**

**LOCATION:** This opportunity is an in-person role based in Rockland County – New City, New York.

### **YOU'LL BE RESPONSIBLE FOR...**

- Providing in person, telephonic and/or virtual consultations, advice, and counsel to clients.
- Providing representation to clients in Family Court proceedings including in family offense, guardianship, custody proceedings and abuse & neglect cases.
- Providing representation to clients in Title IX, DASA and Enough is Enough administrative proceedings before the Dept. of Education and other educational tribunals.
- Providing representation to clients before the Division of Human Rights, EEOC, and Rockland County Human Rights Commission.
- Providing representation to clients before the Dept. of Labor.
- Providing representation to clients with relevant affirmative immigration applications including T Visas, U Visas, VAWA self-petitions and battered spouse waivers.
- Providing victim advocacy with law enforcement.
- Coordinating client services with other agency programs, including advocates from the Shelter, domestic violence, sexual trauma, and anti-human trafficking programs.

- Having a strong grasp of family and matrimonial law and staying abreast of case law updates and best practices.
- Participating in working groups, Listservs and task forces that seek to improve access to victims/survivors of domestic violence; coordinating a community-wide response to domestic violence, sexual assault, and human trafficking; raising standards of practice and services to survivors; and building legal capacity in our community.
- Participating in community outreach, education, and Know Your Rights workshops.
- Preparing and maintaining statistics, grant reports and case records, and being punctual for work, court and meetings.
- Supervising family/matrimonial practice advocates and volunteers.
- Any additional duties as needed to represent and support victims and the agency.

## **YOU MUST HAVE...**

- **Admission to the New York State Bar**
- J.D. with 2+ years of experience working with victims of domestic violence, sexual assault, human trafficking and/or crime preferred.
- Bilingual skills a plus
- Experience working with diverse communities.
- Commitment to the public interest, to high standards of legal practice and to client-centeredness
- Excellent research, writing and oral advocacy skills.
- The ability to analyze the probable outcomes of cases, using knowledge of legal precedents and understanding of statutes.
- Strong organizational and time management skills
- The ability to attend all agency-required trainings, including a weeklong onboarding training at the Residential Shelter.
- A willingness, and the ability, to work flexible hours.
- The ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments, and meet deadlines.
- The ability to work collaboratively in a multi-disciplinary environment.
- Proficiency with word processing and databases
- While performing the duties of this job, the employee must possess the ability to effectively communicate with staff and clients.
- A valid driver's license and access to reliable, insured transportation are required.

## **YOU'LL BE SUCCESSFUL IF...**

As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

**TEAM OVERVIEW:** The Center's Staff Attorney is a key position within the Legal Services team. The attorney works closely with our colleagues in all the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our [mission, values and vision](#).

**ORGANIZATIONAL OVERVIEW:** At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** The Center's employees enjoy a generous health benefits package that includes medical, dental and vision care. We offer additional benefits at no cost to the employee, which reflects a commitment to the future well-being of our employees. PTO and self-care are important to us, and we offer a comprehensive PTO plan that includes a minimum of 34 days and 12 holidays. A 401k plan is also available.

**SALARY:** \$70,000-\$75,000 (depending on experience and language proficiency)

**Application Instructions: NO PHONE CALLS PLEASE.** To apply please submit a cover letter and resume via email to Human Resources at [humanresources@centersc.org](mailto:humanresources@centersc.org) with the job posting title in the subject line, *Staff Attorney*.

*Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*

For Information on Center for Safety & Change please go to  
[www.centerforsafetyandchange.org](http://www.centerforsafetyandchange.org)