



## **BRONX LEGAL SERVICES SEEKS A SUPERVISING ATTORNEY OR SUPERVISING PARALEGAL FOR OUR PUBLIC BENEFITS UNIT**

Bronx Legal Services, the largest provider of free civil legal services in the borough, is part of Legal Services NYC's network of local programs throughout New York City. Our mission is to advance society's promise to its most vulnerable members: that they are entitled to equal access to our legal system. For 50 years, we have provided civil legal services that help our clients meet their essential needs and have challenged the systemic injustices that keep them poor.

We are seeking a Supervising Attorney or Supervising Paralegal to join our Public Benefits Unit. Together with the Director and Deputy Director of Public Benefits & LGBTQ Advocacy Units, the Supervisor will be responsible for the overall supervision of our team of public benefits advocates, which includes attorneys and casehandling paralegals.

Our talented team of public benefits advocates provide comprehensive advice and representation on a variety of legal issues such as: anti-eviction benefits, rent subsidies, cash assistance, SNAP, WIC, Medicaid, noncitizen eligibility, access to benefits, personal care/home care services, domestic violence-related public assistance waivers, the public charge doctrine, and Medicare.

The Supervisor's chief responsibility will be leading, shaping, and supervising our housing-related public benefits work. Additionally, the Supervisor will be a resource for our Housing Units on public benefits issues. The ideal candidate will identify systemic issues and barriers our clients face and lead efforts to raze those obstacles in the pursuit of equal access to justice. The Supervisor will carry a reasonable caseload consistent with the Supervisor's other responsibilities.

The Supervisor will share responsibility for training public benefits team members, supervising work flow, acting as a representative of Bronx Legal Services with government agencies and community organizations, and ensuring compliance with best practices. Evening hours and weekend outreach will be necessary.

The Supervisor will report to the Director and Deputy Director of the Public Benefits & LGBTQ Advocacy Units and will work side-by-side with the Directors, Deputy Directors, and Supervising Attorneys in our Housing Units. We are looking for candidates who are excited to work in a fast-paced environment and to use creative strategies and collaborations in the pursuit of justice.

Qualifications include:

- A minimum of three years of experience in public benefits law or advocacy required;
- Substantial prior experience in housing-related public benefits and subsidies required;
- Substantial prior experience representing litigants at administrative hearings and/or in City, State, or Federal Courts required;

- Prior housing court or housing law experience preferred and working knowledge of housing court proceedings required;
- Ability to identify trends in our high volume of individual cases that could be addressed by strategic action or creative interventions;
- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- Ability to speak with people of diverse backgrounds, build trust with different people, treat people with respect, and identify clients' needs quickly and accurately;
- Ability to advocate or fight for someone else, keep cool under pressure, and present information to an authority figure;
- Good writing skills;
- Experience working with low-income people;
- Excellent organizational skills and strong facility with numbers;
- For all applicants, prior work experience or post-high school education required, and attorney applicants must be admitted to the New York State Bar;
- Prior supervisory experience preferred but not required; and,
- Fluency or proficiency in Spanish or another language commonly spoken by Bronx residents is strongly preferred.

To apply for the position send a cover letter, resume, names of three references, and two recent writing samples **via e-mail** to:

Sandra Sanchez  
[ssanchez@lsnyc.org](mailto:ssanchez@lsnyc.org)

The e-mail should include “**Bronx Benefits Supervisor**” in the subject line.

**Only candidates selected for interviews will be contacted. No telephone calls.**

Bronx Legal Services is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, and transgender people are all welcome and encouraged to apply.

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