



## JOB DESCRIPTION: SENIOR STAFF ATTORNEY, FAMILY LAW

### ABOUT US

Sanctuary for Families is New York's leading service provider and advocate for survivors of domestic violence, sex trafficking and related forms of gender violence. Every year, Sanctuary empowers thousands of adults and children to move from fear and abuse to safety and stability, transforming lives through a comprehensive range of services. We provide a range of wrap-around services to help survivors rebuild their lives in the aftermath of abuse, and work to end gender violence through three key strategies: direct services, outreach and training, and systems-change advocacy. Our services are available in 12 locations throughout New York City.

### POSITION OVERVIEW

Sanctuary for Families seeks a experienced attorney to provide legal representation and advocacy to survivors of domestic and gender-based violence in family law matters in Staten Island. The areas of focus are primarily family offense, custody/visitation, child/spousal support, and divorce. The **Senior Staff Attorney** will also provide civil legal screenings and legal consultations, assist pro se clients by drafting family law petitions and other filings, assist with pro se clinics, conduct community outreach and education, provide technical assistance to NYC Family Justice Center (FJC) partner agencies, and collaborate with other agencies to advocate for systemic change. The Senior Staff Attorney will provide leadership and expertise within a family law team, and will mentor and supervise project assistants, staff attorneys, pro bono attorneys, interns, and volunteers. The attorney will work out of the **Staten Island Family Justice Center** and will report to the Senior Program Director and Associate Program Director.

### RESPONSIBILITIES

- Provides direct representation and advocacy to clients in family law litigation, including complex family offense, custody and visitation, child and spousal support and divorces. Provides other advocacy as needed, including the criminal legal and child protective systems
- Provides pro se legal assistance and consultations to clients regarding family law matters
- Supervises and/or mentors project assistants, volunteers and interns on all aspects of client contact, litigation support, case management, and/or project development
- Supervises and mentors staff attorneys and pro bono attorneys in active family law litigation
- Collaborates with FJC family law projects across the five FJC's, and assists with screening and case coverage as needed
- Facilitates clients' access to intra-agency and outside resources, and administers provision of direct financial assistance and donations to clients
- Provides technical assistance to FJC partner agencies
- Develops and conducts community outreach, training and education
- Builds relationships/partnerships with law firms, law schools, and other agencies to increase visibility of Sanctuary for Families in the legal and domestic violence communities
- Actively engages in advocacy committees and task forces, and collaborates with other agencies to advocate for systemic change
- Attends and participates in interagency conferences and legal/ bar association committee meetings to keep abreast of developments in the areas of pro bono, domestic violence, and legal remedies for victims of domestic violence
- Performs any other department or agency-related duties or special projects as directed by supervisor

### REQUIREMENTS

- J.D. and Admission to the New York State Bar
- At least five (5) years of relevant legal experience
- Ability to handle all aspects of complex family law matters
- Experience working in the domestic violence field

*Sanctuary for Families is a welcoming workplace. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status, and other categories protected under Federal, New York state or New York city laws.*

*Survivors of gender-based violence are strongly encouraged to apply.*

- Knowledge of the dynamics of gender-based oppression and a strong motivation to combat gender-based violence
- Ability to work independently
- Highly motivated to provide zealous, knowledgeable, culturally competent, and empathic legal advocacy to domestic violence survivors
- Ability to work well with people from diverse communities and backgrounds
- Fluency in a community language other than English a plus

**Budgeted Salary: \$82,000 - \$96,500 per year**

**Work position is Full-time; Salaried/ Exempt**

**Work schedule is currently Hybrid; must be able to meet job location schedule obligations**

**Benefits:**

- Health, Dental and Vision Insurance
- Employer-paid life insurance
- Employer retirement contribution
- Paid time off (Holidays, Vacation, Personal, Sick)
- Generous Leave Policy
- Flexible spending account / Health savings account
- Student loan assistance
- Tuition reimbursement program
- Gym reimbursement program
- Wellness program and rewards

*Sanctuary for Families is a welcoming workplace. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status, and other categories protected under Federal, New York state or New York city laws.*

*Survivors of gender-based violence are strongly encouraged to apply.*