



**JOB DESCRIPTION: STAFF ATTORNEY, FAMILY LAW PROJECT
FAMILY JUSTICE CENTER- STATEN ISLAND**

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 system-change advocacy. Our services are available in 12 locations throughout New York City.

POSITION OVERVIEW

Sanctuary for Families seeks a **Staff Attorney** to provide legal representation 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 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 FJC partner agencies, and collaborate with other agencies to advocate for systemic change. The attorney will work out of the **NYC Family Justice Center in Staten Island**. The attorney will report to the Senior Program Director and Associate Program Director, Family Law Project at the Staten Island Family Justice Center.

RESPONSIBILITIES

- Provides direct representation and advocacy to clients in family law litigation, including family offense, custody and visitation, child and spousal support and matrimonial matters.
- Maintains a caseload of approximately 20 - 30 active clients per month and approximately 40 – 60 active cases.
- Conducts outreach to underserved communities.
- Trains law students, pro bono attorneys, social service providers, health care professionals, and community-based organizations on domestic violence and the legal needs of victims.
- Represents Sanctuary for Families on task forces and other political and advocacy committees outside the agency.
- Recruits, mentors, and/or provides co-counsel to *pro bono* attorneys on all aspects of litigation in family law matters.
- Collaborates with volunteers, interns and *pro bono* attorneys; supports training of junior staff members on all aspects of client contact, litigation support, case management, and/or project development.
- Facilitates clients' access to intra-agency and outside resources and administers provision of direct financial assistance and donations to clients.
- 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. Degree
- Admission to the New York State Bar
- Up to 5 years of relevant legal experience
- Fluency in a community language other than English is a plus
- Strong lawyering, advocacy, and leadership skills
- Experience working in the domestic violence field
- 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

Budgeted Salary: \$79,962 - \$92,834 per year; based on years of experience pursuant to STEP wage scale in accordance with collective bargaining agreement

Work position is Full-time, Salaried/ Exempt

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

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

To apply, click here: <https://recruiting.paylocity.com/recruiting/jobs/Details/3880485>

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.