

LEGAL ADVOCATE

JOB DESCRIPTION



About POTS

Part of the Solution (POTS) is a 'one-stop shop' helping low-income individuals and families move from crisis to stability and, ultimately, self-sufficiency. POTS helps more than 30,000 people annually. Current services include the Community Dining Room; Emergency Food Pantry; shower and mail facilities; barbershop; case management; Legal Clinic; workforce development and an intensive case management/ mentoring program for a select group of families. POTS also holds a variety of seasonal distributions for items such as back-to-school supplies, Thanksgiving turkeys and holiday gifts, and is host to a medical and dental clinic.

About the position

The Legal Advocate will advocate for POTS clients who have been incorrectly denied access to public benefits and those who are facing eviction due to non-payment. The Legal Advocate will support the work of POTS' attorneys in the areas of access to benefits and eviction prevention. The Legal Advocate will speak with and evaluate client need, assist the client or refer to POTS attorneys or external legal and advocacy services, when necessary.

- **Client Intake and Assessment:** Using the POTS intake process, ask necessary questions to new clients seeking legal services at POTS. Assess the immediate need of each legal services client and potentially other service needs that arise. As required, refer to outside agencies or schedule with Staff Attorney, Supervising Attorney or Legal clinic coordinator for representation and/or assistance.
- **Housing Advocacy:** Provide advice and assistance to clients in civil proceedings primarily in NYC Housing Court and in administrative proceedings. In conjunction with this work, conduct informal advocacy with city agencies and private charitable organizations to obtain rent arrears assistance in non-payment proceedings.
- **Public Benefits Advocacy:** Advocate for POTS' clients to access NYC Public Assistance, SNAP, and Medicaid. In some cases, represent clients at administrative hearings and in other appeals processes.
- **General Advice and Referrals:** Work in collaboration with POTS' case managers, other staff members, and volunteers to address the needs of the whole person. Connect POTS' clients to various internal and external services that help the client gain greater stability and self-sufficiency.

Required Skills

- Committed to POTS' vision of moving clients from crisis to stability and, ultimately, sufficiency.
- Bachelor's Degree.
- Proficient in Spanish.
- Excellent written and verbal communication skills.
- Good judgment and excellent organizational skills with an emphasis on attention to detail.
- Hard-working and results-oriented with the ability to work on a team.
- Creative, compassionate and calm: capable of developing solutions to complex human problems and culturally sensitive to people with mental illness.

Preferred

- Internship or work experience at a nonprofit that provides advocacy services for clients.
- Experience with legal issues pertaining to Section 8, and public housing.
- Experience with public assistance, SNAP, and other public benefit legal issues.

Benefits

- Salary commensurate with experience
- All full-time employees receive comprehensive medical and dental coverage
- Other benefits including 401(k) retirement plan
- Opportunities for professional development

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To Apply: Please send a cover letter and resume to employment@potsbronx.org with the subject "Legal Advocate." The cover letter must include a description of the applicant's qualifications, Spanish language ability and salary requirements.

POTS is an Equal Opportunity Employer. POTS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.