

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Legal Assistance of Western New York, Inc. - Ithaca Office

Brief Description of Organization: LawNY is a non-profit law firm. We provide free civil legal services to low-income and elderly populations in Tompkins and Tioga Counties. Priorities include public benefits (including unemployment insurance, Food Stamps, Medicaid, SSI and Social Security Disability, and public assistance programs) and housing emergencies (preventing evictions, foreclosures or other causes of homelessness). Pro bono opportunities include Pro Se Divorce Clinics, Elder Law Services, and other direct law services.

Population Served: Elderly in Tompkins and Tioga County

Website: <http://www.lawny.org/>

Phone: 607-273-3667

Address: 215 North Cayuga St.
Ithaca, NY 14850

VOLUNTEER COORDINATOR CONTACT

Name: Nichole Scialabba, Esq.

Title: Managing Attorney

Phone: 607-273-3667

Email: nscialabba@lawny.org

VOLUNTEER OPPORTUNITIES

Elder Law: LawNY conducts periodic Elder Law outreach, education, and direct services clinics in conjunction with Tompkins and Tioga Counties' senior services providers. Volunteers provide counseling for clients (e.g., brief advice); community legal education; draft and review legal documents including wills, power of attorney and advanced care directives; possible representation in court proceedings and administrative hearings.

Can Volunteers Work Off Site? Yes. Individual case work is usually performed at volunteer's private office. LawNY can provide meeting and workspace as needed during regular office hours (9:00 - 5:00; M - F). Clinics may be scheduled at LawNY Ithaca, Tioga Opportunities in Owego, or other outreach locations.

Type of Work: Full Representation; Limited Legal Advice; Community Education; Administrative Hearings & Agency Advocacy.

Location, Days and Hours of Volunteer Opportunity: One to four hour shifts at LawNY-Ithaca and Tioga Opportunities in Owego (9:00am - 5:00pm; Monday to Friday).

Area of Substantive Law: Elder Law.

Supervision: The volunteer works with staff attorneys and volunteer coordinators at the Ithaca office, depending on the case.

Training: LawNY can provide forms, reference materials, etc.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Typically brief service; 1 to 4 hours per case. Longer time commitment if representing clients.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION