

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 and low-income (<200% Federal Poverty Guidelines) residents 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

Full Representation: Volunteer provide direct representation, including appearances at administrative or court hearings or appeals; draft legal documents (e.g., letters, pleadings, briefs).

Can Volunteers Work Off Site? Yes. Work is usually performed at volunteer's private office. LawNY can provide meeting and workspace as needed during regular office hours (9:00am - 5:00pm; Monday to Friday).

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

Location, Days and Hours of Volunteer Opportunity:

Location and hours are determined by volunteer.

Area of Substantive Law: Family Law; Consumer Law; Unemployment Law; Public Benefits cases (including SSI/SSD Disability); Housing cases.

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: Cases are anywhere between 1 to 20 hours.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION