

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS	
Name of Organization: New York Legal Assistance Group - NYLAG	
Brief Description of Organization: NYLAG was founded in 1990 on the premise that low-income individuals and their families can improve their lives significantly if given access to the justice system. NYLAG works to empower individuals, protect fundamental legal rights, and promote access to justice among vulnerable New Yorkers. Their pro-bono program is broken down into two separate divisions; the "Pro Bono Program", which entails referring pro-bono cases directly to large law firms, and the "Volunteer Program" in which volunteers are integrated into the NYLAG offices, supplied with a phone, a desk, and a supervisor.	
Population Served: Seniors, immigrants, domestic violence survivors, at-risk children, people with disabilities, people moving from welfare to work, Holocaust survivors, and individuals suffering from chronic and serious illness.	
Website: http://www.nylag.org/ Phone: (212) 613-5000 Address: 450 West 33rd St. New York, NY 10001	

VOLUNTEER COORDINATOR CONTACT	
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VOLUNTEER OPPORTUNITIES	
Total Life Choices (TLC): Advanced Directives Project: TLC serves as a no-fee, electronic database of advance directives (living wills and health care proxies) to be accessed by authorized representatives and medical professionals in determining the direction of medical care for those registered in the electronic database. TLC staff provide trainings for medical and social services professionals and educational seminars for the general population about advance directives. Once a living will and/or a health care proxy have been completed, a TLC attorney reviews them for legal sufficiency before scanning them into the secure online database. If the individual is ever admitted to a medical facility and unable to communicate their wishes regarding medical care, medical professionals will be able to quickly obtain copies of their advance directives and administer medical care based on such directives.	
Can Volunteers Work Off Site? No. Volunteers must work at NYLAG's offices.	
Type of Work: Full Representation (Transactional); Community Education.	
Location of Volunteer Opportunity: Volunteers work at NYLAG's office.	Area of Substantive Law: Health Care; Wills.
Supervision: All volunteers are assigned a supervising attorney to work closely on a daily basis. The supervisors are more like mentors - every case has a mentor.	Training: For the Pro Bono program, NYLAG primarily relies on the law firm responsible for the case for training. They host occasional substantive law trainings throughout the year, which in-house volunteers are welcome to attend as well. Generally, the substantive training for the in-house volunteer program is more needs-based than for the pro bono program. Each individual unit decides how best to train their volunteers. NYLAG supplies training videos on Pro Bono Net. The volunteers are given written materials to familiarize themselves on the subject matter. The volunteers fundamentally get on-the-job training.

REQUIREMENTS OF VOLUNTEER	
Time Commitment: Varies.	
Previous Experience in Substantive Law Required: No.	Specific/Previous Training Required: No.

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