

**VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS**

**Name of Organization:** Urban Justice Center (UJC) Domestic Violence Project

**Brief Description of Organization:** For 26 years, the Urban Justice Center has served New York City's most vulnerable residents through a combination of direct legal service, systemic advocacy, community education, and political organizing. Since 2003, The Domestic Violence Project has provided collaborative, holistic and multidisciplinary services to victims of domestic violence seeking access to advocacy, legal, psychosocial and case management services.

**Populations Served:** The Domestic Violence Project at the Urban Justice Center assists all victims of domestic violence irrespective of gender, sexual orientation, religion, immigration or other status. DVP provides services citywide.

**Website:** dvp.urbanjustice.org  
**Phone:** 646-602-5610  
**Address:** 40 Rector Street 9th Floor  
New York, NY 10006

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Madeline Garcia Bigelow  
**Title:** Assistant Director, Urban Justice Center  
**Phone:** (646) 602-5610  
**Email:** mbigelow@urbanjustice.org

**VOLUNTEER OPPORTUNITIES**

**Domestic Violence Project (DVP):** The Domestic Violence Project is dedicated to providing survivors of domestic violence and their children with the support and advocacy necessary to achieve freedom from the abuse and violence in their lives. DVP's services include a combination of litigation, advocacy, and clinical services. DVP provides free direct legal representation in NYC Family and Integrated Domestic Violence Courts in family offense; custody/visitation; child/spousal support matters as well as immigration and matrimonial uncontested. DVP works with concerted efforts on all fronts: governmental, law enforcement and at the grass-roots level involving smaller community based organizations. DVP works cooperatively with many agencies and task force groups on the local, city and state level to achieve the best protection with equal access to services under the law. For the clinical area, the initial inquiry may consist of a request for general information or may translate into a referral; however, the majority of inquiries result in crisis counseling, participation in support groups focused on empowerment and stress reduction, as well as longer term therapy when indicated. In addition, DVP takes an active role in domestic violence education by offering education to service providers and the community at large. DVP offers forums and legal clinics on-site at sister agencies, community offices and wherever necessary to reach those who most need access. A typical year sees DVP handling 900 direct services matters and reaching well over 5000 individuals through ongoing citywide community events.

**Can Volunteers Work Off Site?** Sometimes. DVP is very flexible and although some amount of time at UJC's office will likely be necessary, the Attorney Emeritus can also work from home or their own office.

**Type of Work:** Full Representation; Limited Legal Advice; Community Education; Administrative Hearings & Agency Advocacy; Consumer Law; Legal Clinics; Grant Management

**Location, Days and Hours of Volunteer Opportunity:**  
Urban Justice Center Office.

**Area of Substantive Law:** Domestic Violence; Health Law; Family Law

**Supervision:** Other DVP attorneys will be on-site and available to the attorney emeritus as needed. However the ideal candidate will have significant experience with domestic violence matters and will not require significant supervision. If the volunteer works offsite, supervision can be available by telephone as needed.

**Training:** DVP will provide an orientation and training materials to the Attorney Emeritus. Additional training can be provided as needed.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment:** DVP seeks a volunteer willing to devote approximately 2 to 3 days per week for an extended period of time.

**Previous Experience in Substantive Law Required:**  
Preferably.

**Specific/Previous Training Required:** No.