

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS
Name of Organization: Urban Justice Center (UJC)
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.
Populations Served: UJC represents an extraordinary array of the most deprived and abused people in our society, including members of the working poor, and works on issues related to discrimination and oppression.
Website: http://www.urbanjustice.org/ Phone: 646-602-5600 Address: 123 William Street 16th Floor New York, NY 10038

VOLUNTEER COORDINATOR CONTACT
Name: Denise M. Miranda Title: Director - Homelessness Outreach & Prevention Project (HOPP) Phone: (646) 602-5600 Email:

VOLUNTEER OPPORTUNITIES	
Homelessness Outreach and Prevention Project (HOPP) : HOPP advocates for economic justice for low- and no-income New Yorkers by ensuring access to public benefits and government accountability for these programs using a multi-pronged approach of direct legal services, litigation, research and policy advocacy. At the heart of HOPP's work is protecting the due process right of New Yorkers to a hearing before the termination of public assistance. HOPP's representation of individuals focuses on the enforcement of due process rights in the Cash Assistance, Food Stamp, and Medicaid programs. HOPP operates seven free and easily accessible walk-in legal clinics in food pantries and soup kitchens throughout New York City. HOPP also helps public assistance recipients seeking access to education programs through our legal clinic at Hostos Community College. HOPP's legal advocacy includes educating clients about their rights in the public benefits system and giving them the tools to advocate for themselves, advocating for them with the Human Resources Administration, representing clients at Fair Hearings, and filing Article 78 cases in New York State Supreme Court, when necessary. In a	
Can Volunteers Work Off Site? Sometimes. HOPP 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; Legal Research & Writing; Community Education; Administrative Hearings & Agency Advocacy.	
Location, Days and Hours of Volunteer Opportunity: Urban Justice Center Office.	Area of Substantive Law: Public Benefits, Housing law.
Supervision: Other HOPP attorneys will be on-site and available to the attorney emeritus as needed. However the ideal candidate will have significant experience with public assistance matters and will not require significant supervision. If the volunteer works offsite, supervision can be available by telephone as needed.	Training: HOPP will provide an orientation and training materials to the Attorney Emeritus. Additional training can be provided as needed.

REQUIREMENTS OF VOLUNTEER	
Time Commitment: HOPP 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: No.	Specific/Previous Training Required: No.