

Neighborhood Legal Services, Inc.

Job Title: Intake Unit Supervisor
Classification: Management
Reports to: Deputy Director

Organization Overview:

Neighborhood Legal Services (NLS) is the largest provider of civil legal services in Western New York with a main office in Buffalo and offices in Batavia, Lockport and Niagara Falls. NLS helps thousands of clients each year in many different areas. We represent clients who are about to be evicted, or who have no money for food or rent. We represent victims of domestic violence, members of LGBTQ+ community, and Veterans. We represent people with disabilities who are unable to work, or who are trying to get back into the work world. We help children with profound physical disabilities who need medical equipment just to live day-to-day. We invite you to use your talents and skills to help people and change systems.

JOB SUMMARY:

NLS is seeking an experienced and motivated attorney to assist in implementing a centralized intake unit and supervise its future operation consistently with the agency's vision of high-quality, high-impact legal services with a community-lawyering perspective to fulfill our mission of fighting poverty and seeking racial, social, and economic justice.

Essential Functions:

- Reporting to the Deputy Director, the Intake Unit Supervisor is responsible for overall management and direction of the centralized intake unit of the agency.
- Working together with the Deputy Director of Operations, the management team, and NLS' consultant, the Intake Unit Supervisor will set up the centralized Intake Unit for the agency and oversee the multi-phase implementation of that project.
- Provide direct supervision of intake specialists and attorney(s) in the Intake Unit.
- Provide advice and counsel to qualifying individuals/clients.
- Mentor, support, and provide legal, ethical, and strategic advice to attorney(s) and intake specialists in the Unit.
- Develop forms/materials to assist Intake Staff with their daily tasks.
- Assist in grant proposal development and reporting including Unit evaluation and compliance efforts.
- On an ongoing basis review processes and efficiencies of the Unit and improve same.
- Perform such other and further duties as assigned.

Required Qualifications:

- Juris Doctor (JD) Degree;
- Admitted to practice law in the State of New York;
- At least 5 years of experience;

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- A demonstrated passion for social justice and experience working with low-income communities and communities of color to advance equity;
- Understanding of and demonstrated commitment to community lawyering;
- Demonstrated commitment to diversity, equity, inclusion, and belonging including a belief in and ability to foster a diverse workplace;
- Excellent organizational and interpersonal skills.

Compensation & Benefits:

Salary range is \$110,000-120,000 and is based on experience. Full-time position with a 35-hour work week and shorter summer hours. Excellent benefits including health, dental and vision insurance, 3 weeks of vacation; 12 paid holidays plus paid week off between Christmas and New Year's; sick and personal leave; eligibility for public student loan forgiveness; paid \$50,000 life insurance, pension plan, HSA and Flexible Spending Accounts, and paid professional legal memberships.