



## **JOB VACANCY**

July 26, 2016

### **In-House Counsel (PT)**

**Location:** Central Islip 11722

EAC Network seeks an Attorney to work part time for its Community Guardianship program. Position is 17.5 hours weekly. The In-house Counsel will serve as the key legal advisor to the Guardianship Program on all program related issues such as, but not limited to eviction proceedings, foreclosures, wills, real-estate sales and Medicaid advocacy. The attorney will represent the client and Guardianship Program in court matters to ensure the programs activities remain within the scope and limit of the Order & Judgment and Article 81 Proceedings .EAC is an EOE. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability protected veteran or marital status. **Candidates are encouraged to view agency Web site at [www.eacinc.org](http://www.eacinc.org)**

### **RESPONSIBILITIES:**

- Identify and marshal client's income and assets.
- Obtain original Order to Show Cause and Petition (with exhibits), the Court Evaluator's Report and the Order and Judgment; review and interpret documents and assist in the development of a client service plan.
- Calendar and track all pending court dates, including compliance conference and status conference dates; provide legal representation on behalf of the Guardianship Program.
- Manage communication with the courts, petitioners counsel and any other legal representatives on the case.
- Serve as the key legal advisor to the Community Guardianship program on all program related areas such as, but not limited to eviction proceedings, foreclosures, wills, real-estate sales and Medicaid advocacy
- Assist staff in completing and submitting all program reports such as Initial Reports, 90 day Reports and Annual Report.
- Interpret laws, rules and regulations regarding Article 81 and Guardianship proceedings.
- Maintain case notes and statistics.
- Transport and escort clients in own vehicle if necessary to and from appointments when needed to obtain emergency resources or to complete applications.

### **QUALIFICATIONS:**

- Law Degree and a member in good standing of NYS Bar Association required.
- Must be proficient in office and computer applications or other automated systems such as spreadsheets, Microsoft Office applications, Calendar program, and e-mail and/or database software skills necessary to perform job responsibilities.
- Minimum of two years of relevant work experience preferred.
- Excellent interpersonal and communication skills, both oral and written.
- Must have access to automobile and possess valid NY State Driver's license.
- Minimum of one years' experience working in an accounting capacity required.
- Must have good communication skills, both oral and written; must have ability to work cooperatively with department of social service professionals and other professionals interfacing with program clients.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Must have access to automobile and possess valid New York State Driver's License.

### **HOW TO APPLY:**

E-mail resume/cover letter to: [employment@eacinc.org](mailto:employment@eacinc.org)