

The Worker Justice Center of New York pursues justice for those denied human rights, with a focus on agricultural and other low-wage workers, through legal representation, community empowerment and advocacy for institutional change. The organization is currently seeking to hire a full-time Staff Attorney to join its legal team. The position will be located in WJCNY's Rochester or Kingston, New York offices based on the preferences of the candidate and the organization.

**Job Title:** Staff Attorney

**Supervisor:** Executive Director

**Working Hours:** 35 hours per week

**Job Summary:** The Staff Attorney will maintain an active litigation docket focused on labor and employment claims on behalf of low-wage workers before federal and state courts and administrative agencies.

**Job Requirements:**

- Engage in all duties related to the litigation of labor and employment law, specifically wage and hour, discrimination, civil trafficking, and agricultural and migrant worker claims.
- Review intakes on worker rights matters, make determinations on available remedies and address follow-up services including but not limited to advice and counsel, brief services, and litigation. On occasion, staff attorneys may be asked to perform off-site intake and/or work outside of regular business hours.
- Develop effective impact strategies to address workplace exploitation.
- Maintain contact and collaboration with relevant community organizations, government agencies and bar associations that may be of assistance in serving clients or reaching organizational goals.
- Advise staff on legal, policy or legislative matters as needed.

**Job Qualifications:**

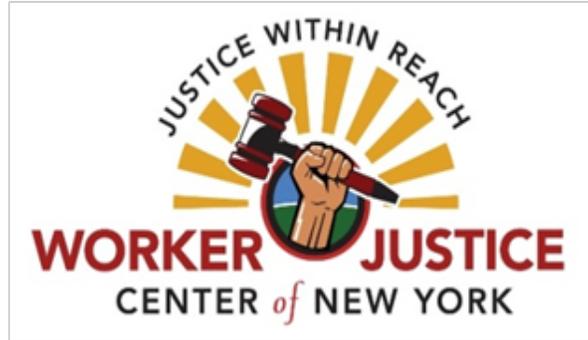
- J.D. and admission to practice in New York, or ability to gain admission within a reasonable time frame.
- At least 1-3 years of relevant civil litigation experience and a demonstrated commitment to workers' rights, immigrant rights, or other relevant social justice initiatives.

- Strong legal writing, research, and verbal and written communication skills.
- Written and verbal Spanish fluency is preferred.
- Experience with immigrant and/or low-wage workers and an ability to demonstrate sensitivity to the cultural and ethnic diversity of the organization's service population.
- A valid driver's license.

**Compensation:** WJCNY offers a generous comprehensive benefits package, including health and dental insurance, paid sick and vacation time, and retirement savings contributions. Competitive salary is commensurate with experience and based upon a union-negotiated compensation scale.

**To apply:** Please submit a cover letter and resume to John Marsella, Esq. by e-mail at [jmarsella@wjcny.org](mailto:jmarsella@wjcny.org). Please include "Staff Attorney" in the subject line of your e-mail.

WJCNY is an equal opportunity employer and encourages all applicants regardless of race, sex, disability, religion, national origin or sexual orientation. WJCNY is an affirmative action employer and encourages applicants from women, people of color, persons with disabilities and lesbian, gay, bisexual and transgender individuals.



The Worker Justice Center of New York pursues justice for those denied human rights, with a focus on agricultural and other low-wage workers, through legal representation, community empowerment and advocacy for institutional change. The organization is currently seeking to hire a full-time Labor & Employment Paralegal to join its legal team. The position will be located in WJCNY's Kingston, New York office.

**Job Title:** Labor & Employment Paralegal

**Supervisor:** Executive Director

**Working Hours:** 35 hours per week

**Job Summary:** The Labor & Employment (L&E) Paralegal provides critical case support to WJCNY's attorneys focusing on the labor & employment docket, with a focus on client intake, client contact and litigation support.

**Job Description:**

- Conduct initial legal screenings and triage each intake for follow-up services including but not limited to brief services, referrals, non-engagement, consultations or direct representation. On occasion, the L&E Paralegal may be asked to perform off-site intake and/or work outside of regular business hours.
- Serve as the primary point of contact for current and potential clients.
- Provide assistance in case development: gather case information including key documents from clients, organize case information (create timelines, case chronology or other organizational tools to support potential litigation) and conduct relevant research as requested by attorneys.
- Provide client translation and interpretation (oral and written English & Spanish) in office and in court settings.
- Under attorney supervision, draft court documents, check legal citations, and organize briefs, exhibits and appendices for court filings, as well as other litigation support tasks as needed.
- Maintain substantive knowledge of state and federal protections for farmworkers and other low-wage and immigrant workers, including but not limited to state and federal minimum wage and overtime laws, anti-discrimination laws, and civil court procedure.

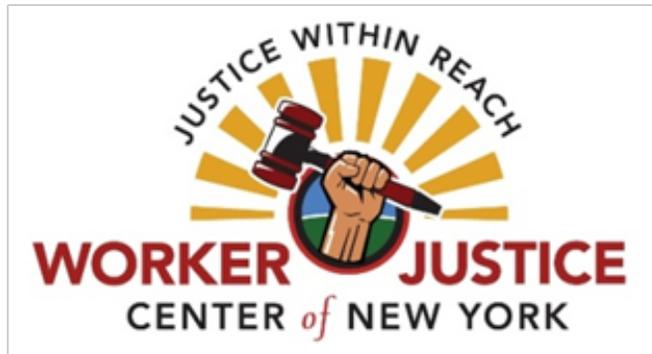
**Qualifications:**

- Paralegal certificate, Bachelor's Degree, or equivalent combination of relevant education and experience.
- Written and verbal fluency in Spanish and English (**required**).
- A demonstrated commitment to workers' rights, immigrant rights, or other relevant social justice initiatives.
- A conscientious self-starter and ability to work well both independently and in a team environment.
- Excellent writing, communication, interpersonal and organizational skills.
- Comfortable working under the pressure of deadlines and an ability to manage a large number of cases, as well as client intake, simultaneously.
- Prior knowledge of or experience with low-wage worker and immigrant communities, including life experience, is preferred.
- Computer proficiency in Microsoft Office and web-based Google applications.
- Experience with LexisNexis and/or Westlaw is preferred.
- A valid driver's license.

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**To apply:** Please submit a cover letter and resume to John Marsella, Esq by e-mail at [jmarsella@wjcny.org](mailto:jmarsella@wjcny.org). Please include "Paralegal" in the subject line of your e-mail.

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The Worker Justice Center of New York pursues justice for those denied human rights, with a focus on agricultural and other low-wage workers, through legal representation, community empowerment and advocacy for institutional change. The organization is currently seeking to hire a full-time Case Manager to join its Domestic Violence and Human Trafficking program. The position will be located in **WJCNY's Rochester, New York office.**

**Job Title:** Victim Services Case Manager (Bi-lingual in English & Spanish)

**Supervisor:** Program Director

**Working Hours:** 35 hours per week

**Compensation:** WJCNY offers a generous comprehensive benefits package, including health and dental insurance, paid sick and vacation time, and retirement savings contributions. Competitive salary is commensurate with experience and based upon a union-negotiated compensation scale.

**Job Summary:** The Victim Services Case Manager will focus on providing case management services to victims of domestic and sexual violence and/or human trafficking, with an emphasis on farmworker women and adult U.S. and foreign born survivors of human trafficking. The primary role of the Case Manager is to ensure access to comprehensive and culturally competent human services. The Victim Services Case Manager will work to create strong community collaborations with survivor-specific service organizations in order to ensure a quality, community response to domestic and sexual violence and trafficking against migrant, seasonal, immigrant, and non-immigrant farmworker women, and trafficked persons.

**Job Requirements:**

- Conduct intake and service needs assessments with potential or identified survivors of domestic abuse, sexual abuse and human trafficking with a trauma-informed approach.
- Create a comprehensive service plan tailored to each individual client's legal, social, health, language and cultural needs.
- Deliver all identified services needed by the client, including: safety planning, victim advocacy, crisis intervention, service assessments, court accompaniment and advocacy, law-enforcement accompaniment and advocacy, public assistance applications, referrals

to appropriate legal, long-term support services, shelter, health/mental health screening/treatment, and ESL, and coordination of support services both on-site and with community partners.

- Collaborate with WJCNY's immigration attorneys to assist clients eligible for immigration remedies through the legal process.
- Provide ongoing client assistance and support to ensure adequate access to services.
- Build and maintain relationships with local and regional social services, legal services, law enforcement agencies and court-appointed support programs, and participate in various local domestic violence councils, to aid in the facilitation of referrals for services.
- Develop and conduct trainings upon request for social, legal and law enforcement agencies concerning domestic and sexual violence and human trafficking.
- Keep regular, detailed client reports and complete required bi-annual grant reporting.

**Qualifications:**

- MSW preferred but not required; applicants with a combination of education and experience in the social work, refugee, and/or human services area will also be considered.
- Experience with diverse cultures and providing direct human services to victims of violence or trauma.
- Written and oral fluency in Spanish and English.
- Ability to demonstrate sensitivity to the cultural/ethnic diversity of the service population and to be sensitive to the needs of special populations.
- Ability to work in a multi-cultural setting, communicate and build rapport with survivors from a variety of ethnic and religious backgrounds and lifestyles.
- Ability to work cooperatively with clients, colleagues, law enforcement, management, and public.
- Excellent verbal and written communication skills, interpersonal skills and organizational skills.
- Flexible schedule to meet client safety needs.
- Ability to meet short timelines, under pressure.
- Basic computer skills for data entry, email, and word processing.
- Valid driver's license, reliable vehicle and legally-mandated automobile liability insurance.

To apply, please submit a cover letter and resume to Program Director, Andrea Callan, by email at [acallan@wjcny.org](mailto:acallan@wjcny.org), or by fax to 845-331-6617.

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