



LAWYER ASSISTANCE PROGRAM

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POSITION TITLE: Clinical Coordinator (part-time up to 4 days/week)

DEPARTMENT: Lawyer Assistance Program

POSITION REPORTS TO: Director of the Lawyer Assistance Program

The New York City Bar Association (City Bar), founded in 1870, is a voluntary association of lawyers and law students. The City Bar's mission is to equip and mobilize the legal profession to practice with excellence, promote reform of the law, and uphold the rule of law and access to justice in support of a fair society and the public interest in our community, our nation, and throughout the world.

DEPARTMENT FUNCTION

The Lawyer Assistance Program (LAP) provides free, confidential help to lawyers, judges, law students, bar applicants, staff and family members who are experiencing mental health, substance use as well as any personal or professional problem that is effecting their well being. LAP works with legal professionals, non-lawyers and families in New York, Kings, Queens, Richmond, Bronx and Westchester Counties.

LAP is committed to ensure that every individual who contacts us for assistance is responded to promptly with unconditional support, care and concern. LAP has a long-standing reputation of assisting NYC BAR members, although bar membership is not required to access LAP services.

JOB FUNCTIONS

The role of the Clinical Coordinator is to work closely with the LAP Director to contribute to the overall mission and goals of LAP, including, but not limited to determining ways to increase visibility within the legal community

Areas of responsibility include, but are not limited to:

- Provide direct services including:
 - Comprehensive needs assessment and evaluation
 - Treatment planning
 - Intervention and follow-up to assess the effectiveness of the treatment plan
 - Supportive Counseling
 - Identification of and referral to appropriate resources
 - peer support

CONFIDENTIAL HELPLINE: (212) 302-5787

- Develop and implement new services
 - Provide support groups for law students, lawyers and judges with substance use disorders, depression, stress, anxiety, grief , and gender specific specialty groups
 - Consistently assess the needs of the local legal community

- Develop relationships with the courts, law firms, law schools, non-profits, local bar associations and other legal educators and employers
 - Meet with designated contacts to provide education and outreach to legal employers, educators, regulators and membership organizations

- Educational presentations
 - Provide educational presentations on alcohol and substance use and mental health disorders; vicarious trauma; PTSD; well-being; stress management; self-care, ethics, risk management, suicide prevention and other relevant issues

- LAP Committee and Volunteers
 - Liase with the NYC Bar LAP Committee and LAP volunteers
 - Liase with and attend meetings of other Bar LAP Committees throughout New York
 - Recruit and train new LAP volunteers

Qualifications & Skills

- Master's Degree, DSW, or PhD in social work, mental health counseling, psychology or marriage and family therapy
- Must be currently licensed to practice in the state of New York
- Minimum of five years experience working in the field of mental health and substance use disorders
- Proven proficiency in psychosocial assessment, diagnosis, treatment planning, counseling techniques for individuals and groups, intervention and referral
- Experience in developing and providing educational presentations and outreach
- Excellent interpersonal skills; ability to interact with professionals, i.e., judges, lawyers, law students, other legal administrators and staff effectively
- Ability to work collaboratively as part of a team as well as independently
- Excellent networking skills
- Excellent written and oral communication skills
- Strong computer skills – PC proficiency in Microsoft Office Suite
- Must be available to work two evenings weekly until 9:00 p.m./flexible hours

- JD degree, and/or experience working with legal professionals and the NYS Court system **a plus**

Qualified candidates should send a **cover letter including salary expectations and resume** via e-mail to lap@nycbar.org and include Clinical Coordinator in the subject line.

The New York City Bar Association is a proud equal opportunity and affirmative action employer. It is the policy of the NYC Bar to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, arrest or conviction record, pregnancy, credit history, salary history, caregiver status, marital status, partnership status, or status as a victim of domestic violence, stalking and sex offenses, religion, sex, genetic information, military status, unemployment status or any other characteristic as protected by law. The NYC Bar prohibits and will not tolerate any such discrimination or harassment. With regard to the Americans with Disabilities Act and other related laws, the NYC Bar will endeavor to make reasonable accommodations for persons with disabilities.