



## Mental Health Project

### URBAN JUSTICE CENTER MENTAL HEALTH PROJECT

#### TEMPORARY PART-TIME SUPERVISING ATTORNEY POSITION

The Urban Justice Center Mental Health Project (MHP) seeks a temporary part-time supervising attorney for our health care advocacy team, to work remotely approximately 3 to 5 hours per week for 3.5-4 months.

#### Who Are We?

MHP is a team of attorneys, social workers, advocates, and peer specialists dedicated to disrupting and dismantling the cycle of hospitalization, homelessness, and incarceration that traps New Yorkers with serious mental health concerns experiencing poverty.

#### Job Summary & Qualifications

MHP assists low-income New Yorkers with mental health concerns who have questions about or problems with Medicaid benefits. We explain Medicaid services and rules, help clients request new or increased services from Medicaid, and appeal denials of Medicaid services. As part of our health care work, MHP is a specialist agency with the Independent Consumer Advocacy Network (ICAN), the New York State Ombudsprogram for people with Medicaid who have serious behavioral health conditions or need long term care services. MHP specializes in Health and Recovery Plans (HARPs), a Medicaid managed care plan specifically for adults with significant behavioral health needs. We also conduct community outreach and presentations on HARPs throughout the five boroughs for participants, caregivers, providers, and other advocates. MHP is the statewide ICAN specialist on HARPs, providing technical assistance and training to the other ICAN community-based organizations.

MHP seeks an experienced attorney for a remote temporary (3.5-4 months) part-time position (3-5 hours per week) to supervise our health care team, including one attorney and one paralegal. MHP seeks an attorney with the following qualifications:

- JD degree with at least three years of post-law school practice;
- At least 6 months of supervisory experience (which can include supervising legal interns);
- Extensive knowledge of Medicaid managed care in New York State, including at least a basic understanding of HARP;
- Knowledge of ICAN policies, procedures, and databases strongly preferred, but not required;
- Meticulous attention to detail;

- Excellent communication skills;
- Ability to work independently, to meet deadlines, to communicate effectively and professionally with other management team members and staff, and to be flexible;
- Experience working with people living with mental health conditions and/or substance use disorders.

**Responsibilities:**

- Supervising 1 staff attorney and 1 paralegal including answering complex questions about Medicaid eligibility and services, assisting with case strategy, reviewing and editing written advocacy letters and appeals prior to submission, and help preparing for fair hearings;
- Monitoring compliance with ICAN contract requirements, including confidentiality and scope-of-practice rules, and communicating with ICAN grant staff outside of MHP;
- Monitoring the team’s compliance with data entry requirements and grant deliverables; and
- Assisting management with grant renewals and contract reporting.

**Benefits/Compensation:**

Salary DOE. The temporary supervising attorney will work remotely and handle all matters electronically or by phone. Flexible hours are available to accommodate attorneys already working full-time.

**How to Apply:**

To apply, please send a cover letter and resume to [mhpjobs@urbanjustice.org](mailto:mhpjobs@urbanjustice.org). Please write “Temporary Part-time Supervising Attorney Position” in the email subject line. Applications will be reviewed on a rolling basis. Due to high volume, we are unable to respond to all applicants. We will contact only those candidates selected for further consideration.

The Urban Justice Center is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, SOGIE, age, disability, military status, predisposing genetic characteristics, victim of domestic violence status, or marital status. People with lived experience of mental health concerns and/or criminal legal system involvement are encouraged to apply.