



Position: Legal Counsel
Reports to: Chief Strategy Officer (CSO)
Work Location: 285 Schermerhorn Street, Brooklyn, NY
Hours: Full Time

Position Summary:

The Legal Counsel is responsible for legal oversight and compliance systems for more than 40 programs and services across 27 BCS sites (and its affiliates, Turning Point and Astella) in Downtown Brooklyn, Bedford Stuyvesant, Crown Heights, East New York, Brownsville, Fort Greene, Clinton Hill, Bushwick, Sunset Park, Red Hook and Coney Island. The Legal Counsel also participates in BCS's legislative and policy efforts, and government relations activities.

Responsibilities:

- As a member of the BCS Senior Leadership, ensure effective leadership for all BCS programs and services. Inspire a culture of accountability and customer service at all levels of the organization. Implement and lead continuous quality improvement processes throughout BCS, and work to ensure that leadership and staff throughout BCS communicate effectively and collaboratively.
- Provide legal analysis and guidance to the CEO, Executive Staff, and to BCS program and fiscal staff, on BCS activities, including but not limited to, government contracts, vendor agreements, commercial real estate leases, litigation, compliance, employment and labor law issues, regulatory compliance, Medicaid and health law compliance, risk management, privacy, copyright and trademark issues, and regulations pertaining to tax-exempt status. Draft and/or review legal documents, including government funding awards, commercial leases, vendor contracts, and charitable registrations and filings, and negotiate the terms of such agreements.
- Manage the BCS business insurance portfolio, and work collaboratively with Executive Staff to effectively manage BCS's portfolio of leased spaces, and to secure long-range real estate planning and development opportunities. Work collaboratively with COO and Chief HR Officer to address employee relations issues.
- Work collaboratively with CEO, Executive Staff and program leadership to ensure effective delivery of high-quality services in compliance with all funding source mandates (federal, State, City and private). Interact with government agencies and other funders on a regular basis, particularly regarding contract/grant negotiations and performance management. Develop and present relevant internal policy training materials, including but not limited to all required Medicaid and HIPAA compliance training.
- Maintain comprehensive quality assurance system and policies for all programs, including but not limited to Medicaid compliance and HIPAA; conduct case record reviews and consumer satisfaction surveys on a regular basis; assess case record documentation and communicate findings; make recommendations for appropriate policy, operational and systems improvements; work closely with staff at all levels to ensure compliance with Medicaid billing guidelines, including maintenance of sufficient and timely case record documentation; keep comprehensive records concerning any compliance or HIPAA related issues as well as any voids and adjustments to BCS revenue that are made as a result of QA or compliance issues. Prepare quarterly Medicaid compliance reports, as well as periodic internal reports on findings throughout programs; analyze data and make recommendations for policy, operational and systems improvements; oversee Medicaid Compliance Hotline and respond to individually reported compliance issues.
- Work closely with CFO, Finance staff and program staff at all levels to prepare for audits, pre-audits and agency reviews, and to implement resulting recommendations.
- As assigned, provide legal advice and assistance to Executive Staff and program staff, and/or provide supervision



to law student volunteers, with regard to legal issues affecting BCS's work. Develop and present public and consumer education training and information concerning relevant legal issues.

- Serve as liaison to the BCS Board of Directors, with regard to corporate governance and compliance with Bylaw provisions. Serve as lead liaison to Board Governance Committee and co-lead liaison to Board Audit Committee, and provide support to other committees as assigned. Serve as lead liaison to the Board of Directors for BCS Alliance partners Astella Development Corporation and Turning Point Brooklyn, Inc., including all major preparation for board and committee meetings.

Qualifications:

Admission to the NY State Bar required; three (3) years of relevant post-admission legal experience required, five (5) years preferred. Experience in some or all of the areas of nonprofit law, government contracting, Medicaid/HIPAA compliance, corporate compliance, employee relations and real estate/leasing, preferred. Experience as an attorney in a government, nonprofit and/or public interest setting is a plus. Excellent writing, negotiation, oral presentation and interpersonal skills required.

Contact:

Email Resume and Cover Letter to:

Please write in the subject line: General Counsel

careers@wearebcs.org