



SUPERVISING ATTORNEY

HOUSING LAW PRACTICE

64 New York Ave NE, Suite 180, Washington DC · (202) 832-6577

www.nlsp.org

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides vigorous, high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Its three offices are located in the poorest sections of the District, to maximize its visibility, accessibility and connections to the communities it serves.

NLSP's housing practice includes representation of tenants in eviction cases, affirmative litigation to preserve affordable housing and protect tenant rights, representation clients before administrative agencies on housing related cases, and advice and counsel on a variety of housing related matters. The supervising attorney will oversee the work of NLSP staff attorneys, volunteers, and other personnel in housing cases for low-income residents and families in the District of Columbia.

EXPERIENCE

NLSP seeks a supervising attorney with at least three years of practice experience representing clients in housing matters. The experience must include representing tenants in the Landlord-Tenant cases before the court and other tribunals. The supervising attorney also must have experience in either mentoring or supervising the work of attorneys or volunteers.

DUTIES & RESPONSIBILITIES

- Supervise staff attorneys, paralegals and volunteers in housing including eviction defense cases. Supervision includes conducting regular case and file reviews, completing annual evaluations, observing and assisting in court, when appropriate, and ensuring that Housing Unit personnel adhere to NLSP's personnel and performance expectations.
- Maintain an active caseload of housing cases.
- Identify and, with other NLSP staff, develop responses to recurrent housing problems.
- Identify training needs and support professional development of Housing Unit staff.

- Ensure adherence to program and case handling standards, funder requirements and the highest professional standards.
- Work with NLSP staff to support strategic community engagement, including off-site intake
- Actively participate as a member of the NLSP team, including but not limited to participation in cross-office activities and advocacy.
- Adhere to program and case handling policies, procedures and standards of practice, as well as the highest professional and ethical standards.
- Other duties as assigned.

QUALIFICATIONS

- JD from an accredited law school
- Member in good standing of the DC Bar
- Knowledge of federal and housing law
- Litigation experience in the courts and other tribunals required
- Minimum of three years of experience as a practicing attorney in a legal services environment.
- Demonstrated commitment to serving low-income persons
- Prior management or supervisory experience or training highly desirable
- Excellent written and verbal communication skills
- Detail-oriented
- Strong interpersonal skills and the ability to work well with teams.
- Fluency in Spanish or another language frequently spoken by low-income DC residents desirable.

SALARY AND BENEFITS

- Salary commensurate with experience.
- Generous benefits package.
- Paid vacation/personal leave

REPORTS TO

- NLSP Housing Law Practice Managing Attorney, Lori Leibowitz

APPLICATION PROCESS

Submit letter of interest, resume and brief writing sample (no longer than 5 pages) to: lleibowitz@nlsp.org with a copy to knewtoncole@nlsp.org.

The position will remain open until filled. Applications will be reviewed as they are submitted.



NLSP HIRING POLICY



Neighborhood Legal Services Program (“NLSP”) is an equal opportunity employer, committed to inclusive hiring and dedicated diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran’s status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity and we strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.