



Position Description

FAMILY LAW MANAGING ATTORNEY

NEIGHBORHOOD LEGAL SERVICES PROGRAM OF THE DISTRICT OF COLUMBIA

The Neighborhood Legal Services Program (NLSP) seeks a full-time Family Law Managing Attorney with a passion for justice to provide direct legal services to clients in its community-based law offices in Washington, DC. The Managing Attorney works in NLSP's office located in the Deanwood community of Washington, DC. She/he is responsible for the supervision of 3-5 family law attorneys and/or paralegals, and for collaborating with the Director of Litigation and Advocacy to shape the family law practice. The Family Law Managing Attorney is a visible presence in the low income community, with community partners, and among legal peers.

NLSP has sustained a commitment to the practice of family law over many years. Despite its challenges, we believe this area of the law is critically important to the community. Our family law practice focuses largely on custody and child support, with an emphasis on services to non-custodial parents. A specific initiative in recent years is our Family Preservation Project, which utilizes family and housing law to keep children out of the foster care system and within a supportive, safe family environment.

Supervisor

The Managing Attorney reports to the Director of Litigation and Advocacy.

Essential Duties and Responsibilities:

- Maintain an active caseload of family/domestic relations based cases.
- Supervise the activities of family law attorneys and support staff in providing legal services to low income clients and client groups including advice, negotiation, litigation and administrative advocacy in accordance with NLSP priorities and case handling policies.
- Ensure that staff have accurate, timely, and complete information about legal issues in their practice area.
- Evaluate staff on an annual basis including the identification of training needs.
- Cooperate with the Director of Litigation and Advocacy in the creation and implementation of the organization's broad based advocacy plan.
- Conduct regular case review meetings to ensure that legal services provided are consistent with NLSP priorities, policies and procedures, and that they maximize



office resources to provide the highest quality client service.

- Ensure that legal services provided are in compliance with LSC regulations, IOLTA requirements and the requirements of other grants to NLSP and the local office.
- Manage the firm's benefits (SSI files) practice.
- Collaborate with development staff on grantseeking and grant reporting relative to the family law practice.
- Supervise staff in setting up local community education opportunities relating to legal rights and supervise the preparation of materials for these presentations.
- Counsel and coach staff regarding performance issues, enlisting senior management as needed.
- Participate actively in NLSP's Management Team.

Requirements

1. A J.D. degree from an accredited law school.
2. An active member of the D.C. Bar.
3. A minimum of three years of active practice in the D.C. courts is preferred, including experience handling a variety of poverty law matters. Family law (domestic violence, divorce, custody and child support) experience required.
4. Demonstrated commitment to working with low-income clients and communities.
5. Excellent written and verbal communication skills.
6. Good people skills and the ability to maintain positive relations with a diverse population.
7. Other duties as assigned by the Director of Litigation and Advocacy.

COMPENSATION: Competitive salary and benefits package including: employer-paid medical insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; tax-free transit benefits; and compensation for District of Columbia mandatory bar dues.

ABOUT NLSP

NLSP is a private non-profit law firm whose mission is to provide vigorous and high quality, client-centered civil legal services to low-income residents of the District of Columbia. Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.'s most low-income communities, builds its work on strong partnerships with



community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

Application Process

Interested persons should send by email a letter of interest, resume, three professional/educational references and writing sample to Frank Natale, Director of Litigation and Advocacy:

fnatale@nlsp.org (subject line – Managing Attorney)
Neighborhood Legal Services Program
680 Rhode Island Avenue NE
Washington, D. C. 20002

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

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program 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.

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