



BRIEF SERVICES UNIT MANAGING ATTORNEY

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www.nlsp.org

Neighborhood Legal Services Program of the District of Columbia (NLSP) has an opening for a full-time Managing Attorney to practice in and manage our Brief Services Unit. This position will remain open until filled. For best consideration, applications should be submitted by September 30, 2024.

ABOUT NLSP

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 relevance. NLSP remains embedded in DC's 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, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

All NLSP staff members are currently working remotely three days a week and required to be in the office two days a week. This current hybrid work plan is subject to change.

ABOUT OUR BRIEF SERVICES UNIT

NLSP's Brief Services Unit (BSU) provides services to low-income D.C. residents whereby applicants for NLSP services are screened for eligibility and provided with initial services. Those initial services may include: conducting interviews to ascertain and evaluate issues; investigation of legal issues; provision of legal advice or brief services; and/or recommendations for further action.

GENERAL FUNCTION & SCOPE

The Managing Attorney will supervise NLSP's intake and Brief Services Unit personnel, including attorneys, paralegals, intake specialists and volunteers. The Managing Attorney must have prior knowledge and experience in a majority of NLSP's practice areas. This position reports directly to the Litigation and Advocacy Director, or alternatively, the Executive Director.

DUTIES & RESPONSIBILITIES

- Provide BSU services consistent with their management responsibilities.
- Supervise the provision of BSU services by BSU staff attorneys, paralegals, intake specialists or volunteers. Supervision includes conducting regular case and file reviews and

annual evaluations and ensuring that BSU and intake personnel adhere to NLSP's personnel and performance expectations.

- Participate in meetings and other activities of NLSP's Management team.
- Supervise and help guide NLSP's brief services work at other sites, such as community partner organizations, court-based services and other outreach events where intake may be appropriate.
- Periodic assessment of intake and BSU information to identify trends or recurrent problems clients experience and bring them to the attention of appropriate NLSP staff.
- Oversee evaluation of the effectiveness and outcomes of intake and BSU activities.
- Conduct periodic meetings of intake and BSU staff.
- Identify training needs and support professional development of intake and BSU staff.
- Ensure adherence to program and case handling standards and grant funder requirements with the highest professional standards including distribution of close out procedures and leading quality assurance/quality control teams during case file reviews.
- Work with other staff to coordinate and provide strategic community engagement.

QUALIFICATIONS

The ideal candidate will have the following:

- At least 5 years of relevant experience in civil legal services.
- A JD from an accredited law school and membership in good standing of the DC or a state bar (eligible to become a DC Bar member)
- D.C. Bar membership in good standing
- Willingness and ability to provide client-centered legal services.
- Commitment to racial equity and economic justice.
- Creative problem-solving skills, patience, flexibility, and team-oriented approach.
- Ability to work independently with minimal supervision and willingness to ask for help when needed.
- Excellent oral advocacy skills.
- Strong organizational skills.
- Flexibility and a can-do attitude.
- Enthusiastic team player.
- Maintain good communication and interpersonal skills to communicate effectively with clients, the public, and co-workers, and work collaboratively with others.

SALARY AND BENEFITS

- Salary commensurate with experience, starting at \$95,160 up to \$121,160 based upon years of relevant experience.
- Generous benefits package including excellent health, dental, and vision insurance and eight weeks of paid parental leave.
- Paid vacation, sick, and personal leave and holidays.

APPLICATION PROCESS

Interested persons should submit a current resume, a cover letter (no longer than one page single-spaced) expressing your qualifications and interest in this position, a writing sample (no more than 5 pages) and three references. Applications should be submitted to Caren Bright Webb, Director of Litigation and Advocacy at CBrightWebb@nlsp.org. Position will remain open until filled.

NLSP HIRING POLICY

Neighborhood Legal Services Program is an equal opportunity employer, committed to inclusive hiring and dedicated to 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 persons of color, women, LGBTQ+ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.