



POSITION: STAFF ATTORNEY

LOCATION: 2100 N. Broadway Ave., Ste 209, Santa Ana CA 92706

SALARY: Range \$45,760-\$60,000 annually, DOE

APPLICATION DEADLINE: June 1, 2019

ABOUT US

Veterans Legal Institute (VLI) is a 501 (c)(3) organization that provides pro bono legal assistance to homeless, at-risk, disabled, mentally ill, and low income current and former service members to eradicate barriers to housing, health care, education and employment and to foster self-sufficiency.

VLI is among the very few military-specific nonprofit organizations of its kind in the nation. It is uniquely positioned to serve the veteran community because, for among other reasons, the majority of its staff is military connected and have a personal understanding of the foundational issues that interfere with a veteran's successful transition back into civilian life. VLI serves veterans in-house and also conducts over 35 mobile legal clinics each year at different veteran hotspots to make sure that veterans with barriers to transportation and other issues are able to access justice.

POSITION DESCRIPTION

VLI seeks a talented full-time Staff Attorney with 0-10 years experience to provide free legal services to help disabled, low-income, and homeless veterans gain access to critical income-support benefits and healthcare by submitting veteran benefits claims and appeals, discharge upgrades and attending legal clinics at various locations. Candidate will also spend time working on a partial combination of family law, expungements, landlord-tenant work including unlawful detainers, estate planning, bankruptcy, civil litigation, and more.

The Staff Attorney will lead trainings and provide technical assistance to volunteers and review completed applications for eligibility, legal work, and/or placement with a pro bono attorney.

DESIRED QUALIFICATIONS

- active or pending membership in the California State Bar
- demonstrated knowledge of applicable law and community legal needs
- excellent written and verbal communication and organizational skills
- ability to work cooperatively with staff effectively at all levels of the organization
- good people skills and the ability to maintain positive relations with a diverse population
- ability to assume responsibility quickly and work independently and as part of a team
- ability to use good judgment, multitask, and meet deadlines
- experience in developing and leading trainings preferred
- strong teaching and public speaking skills preferred
- previous experience in a legal services program preferred
- experience in representing mentally ill, low-income people, special populations, or military in civil litigation or administrative proceedings a strong plus
- knowledge of VA or government benefits, including SSI/SSDI, a strong plus
- VA Accreditation a plus
- military service, related military background, or military familiarity of modern issues a plus

EXAMPLES OF DUTIES

Case Assessment and Strategy Development

- interview clients to determine what the legal issue is and if they are eligible for VLI's services
- provide direct representation to clients in unlawful detainer proceedings, discharge upgrade, VA benefits, government benefits, SSI/SSDI, landlord-tenant, expungements and other areas of the law as assigned
- perform legal research and draft legal pleadings and documents
- client advocacy
- partake in case review meetings to ensure that legal services provided are consistent with VLI's priorities, policies and procedures, and that they maximize office resources to provide the highest quality client service

Case Management

- maintain an active caseload and provide quality legal services to mentally ill, low-income, disabled and homeless former and active service members
- ensure timely and accurate case file maintenance and client tracking
- maintain a good working relationship with clients through proactive communication
- calendar client visits and meet all case deadlines
- collect and report case-related data in case management system
- follow all policies and procedures and standards of professional responsibility
- participate in mandatory staff trainings and meetings and perform other duties as assigned

Case Placement / Working with Pro Bono Attorneys and Volunteers / Legal Clinics

- place cases with and provide technical support to pro bono attorneys
- staff, coordinate, attend, and supervise legal clinics and trainings on a variety of legal issues that affect veterans;
- act as liaison between VLI and assigned clinic
- review cases from clinics, determine eligibility with the Managing Attorney, and distribute cases to staff, volunteers, and where necessary, draft summary for placement through case list

Other Duties

- work with Managing Attorney to meet the overall goals of the organization
- work with and assist volunteers, including law students and pro bono attorneys, with tasks
- liaison with the client veteran community and represent VLI at networking events (occasional nights and weekends required)
- other duties as assigned

HOW TO APPLY

Please submit a cover letter, resume, writing sample and three references via email combined into one PDF to abalta@vetslegal.com. Include "Staff Attorney Application" in the subject line.

PROBATIONARY PERIOD

A one-year probationary period will be required.

VLI is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition.

*2100 N. Broadway Ave., Ste 209, Santa Ana, CA 92706 * www.vetslegal.com *714.852.3492*