



POSITION: MANAGING ATTORNEY

LOCATION: 1231 Warner Ave., Tustin CA 92780

SALARY: Range \$62,000-\$86,000 annually, DOE

APPLICATION DEADLINE: Until the position is filled

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 centrally located at the Tierney Veteran Center of OC Goodwill in Tustin, California with a satellite office in Santa Ana, California.

POSITION DESCRIPTION: VLI seeks a talented full-time Managing Attorney with 8+ years experience to lead a team of compassionate, mission-driven attorneys, administrative staff, and volunteers, who provide life changing, free legal services to low income and homeless Veterans. The Managing Attorney oversees and integrates the work of multiple teams through collaborative efforts that engender efficiency, trust and respect among all parties. This opportunity will afford the Managing Attorney to lead impact litigation, direct legal representation, and train and empower his or her teammates to do the same. As a result, our nation's heroes will have access to justice, and have an advocate to help them navigate the complex VA bureaucracy, help them retrieve their VA benefits and healthcare, remove barriers to homelessness, and more!

Candidate may attend and coordinate legal clinics at various locations, work with both emerging and long-term partners, and contribute to building pro bono network so that indigent Veterans can access justice and achieve stability. The Managing Attorney will also lead trainings and provide technical assistance to Staff Attorneys and volunteers and review completed applications for eligibility, legal work, and/or placement with pro bono attorneys.

QUALIFICATIONS:

Active membership in the California State Bar;

Minimum 8 years experience in litigation;

Demonstrated knowledge of housing law and other 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 interact with a wide range of clients utilizing client-centered lawyering and trauma-informed frameworks;

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; and
Military service, related military background, or military familiarity of modern issues a plus.

EXAMPLES OF DUTIES:

- Manage the workload of approximately 8 attorneys and 3 non-attorneys;
- Maintain an active caseload and provide quality legal services to mentally ill, low-income, disabled and homeless former and active service members;
- Supervising, coaching, and evaluating experienced attorneys in all matters of poverty law practice;
- Overseeing the quality of legal work product of substantive law teams;
- Monitoring regulatory compliance and communicating compliance requirements effectively to others through the firm;
- Collaborating with other members of Executive Management on the creation of policy, procedures, and strategies for advancing work of the firm;
- Maintaining continuous lines of communication, keeping the Executive Director informed of all critical personal and program issues;
- Interview former and active service members to determine what the legal issue is and if they are eligible for VLI's services;
- Partake in intake and 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;
- Work with Executive Team to meet the overall goals of the organization;
- Work with and assist staff attorneys, volunteers, 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);
- Place cases with pro bono attorneys and assist with preparing cases lists;
- Staff, coordinate, and supervise legal clinics and trainings on a variety of legal issues that affect veterans;
- Provide data reports from Clio, quality compliance on closed cases;
- Conduct annual performance evaluations of staff; and
- Other duties as assigned.

HOW TO APPLY -Please submit a cover letter, resume, writing sample and three references via email combined in one PDF to abalta@vetslegal.com. Include "Housing 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.