



JOB ANNOUNCEMENT

MANAGING ATTORNEY OF HEALTH & INDEPENDENCE UNIT

Community Legal Services, Inc. of Philadelphia (CLS) is a non-profit, locally and nationally renowned public interest agency that is the largest provider of free civil legal services to low-income Philadelphia residents. We provide high quality direct legal representation, engage in systemic policy advocacy with the goal of effectuating broad-based change, and conduct community education and outreach.

CLS's Health & Independence (H&I) Unit represents low-income families, survivors of domestic violence, immigrants, older adults, and people with disabilities on a wide range of issues including accessing public benefits, preventing institutionalization, and ensuring access to healthcare and health insurance. We also advocate to maintain economic stability by preventing interruption or reduction of Social Security or SSI benefits and fighting inappropriate reductions in Home and Community Based Services so that older adults and people with disabilities can maximize their independence and safely remain in their communities.

The Managing Attorney will lead the H&I Unit's cutting-edge advocacy and provision of legal services, including intake, individual case representation, systemic policy work and litigation, and community education and outreach. The Managing Attorney will also provide leadership support, supervision, and mentorship for H&I Unit members. During an overlapping period, the Managing Attorney will work collaboratively with the outgoing (retiring) H&I Managing Attorney to ensure a smooth transition.

The Managing Attorney is part of CLS's Legal Management team and reports to CLS's Deputy Director of Legal Practice.

ESSENTIAL FUNCTIONS OF THE POSITION:

Leadership & Advocacy:

- Provide engaged and creative leadership and supervision to advance H&I Unit policy and advocacy goals.
- Use a wide array of legal tools, including policy and legislative advocacy, community education, and litigation to support multifaceted impact advocacy campaigns.
- Actively lead, support and advance Racial Justice advocacy and strategies.
- Engage with legal services leaders, programs, and the overall advocacy community to advance H&I policy advocacy agenda at the local, state, regional, and national levels.
- Engage with local, state, and federal officials and leaders, including executive and legislative entities, and coordinate benefits advocacy with the City of Philadelphia.
- Collaborate with other CLS units around areas of substantive overlap (e.g., estate recovery, language access, public benefits advocacy, etc.).

Center City Office: 1424 Chestnut St. | Philadelphia, PA 19102-2505 | Telephone: 215-981-3700 clsphila.org

North Philadelphia Law Center: 1410 West Erie Ave. | Philadelphia, PA 19140-4136 | Telephone: 215-227-2400



Client Representation; Staff Supervision and Management:

- Provide advice and representation to a caseload of individual clients.
- Maintain familiarity with relevant practice issues, judges, forums, etc.
- Work with the Director of Supervision and Professional Development and with Unit supervisors to strengthen supervision skills and to ensure opportunities for professional development for all Unit members.
- Directly supervise members of the H&I Unit, including hiring, mentorship, performance evaluation, and support of supervisees' substantive legal work.
- Work collaboratively with Unit members to jointly develop, implement, and supervise litigation and/or advocacy strategies to address systemic legal problems.
- Engage in and co-counsel policy work (administrative and legislative), appellate work, complex and major litigation, and other special projects with Unit members.
- Oversee and coordinate CLS's contract with Philadelphia Department of Human Services for provision of prevention services, including program-wide response to referrals and reporting.

Community Outreach and Engagement:

- Build, strengthen, and maintain relationships with directly impacted community members and stakeholders, agency heads and elected officials.
- Work in coalition with other legal, non-profit, and community-based advocacy organizations to collectively advance the H&I Unit's and CLS's advocacy objectives. Perform collaborative community outreach and engagement with Unit lawyers, paralegals, and social workers.
- Build and strengthen key stakeholder relationships to advance policy and racial justice advocacy.

Development and Communications:

- Initiate and participate in fundraising, including identifying opportunities for resource development.
- Work with the Development and Communications Unit and the Executive Director to apply for and maintain funding, including grants and contracts.
- Meet with existing funders and develop new relationships.
- Identify opportunities and actively participate in communications and media relations.

REQUIRED QUALIFICATIONS:

- At least 7 years of experience as a practicing attorney.
- Licensed to practice law in Pennsylvania or ability to become licensed within 24 months.
- Computer proficiency in MS Office.
- Willingness to learn and use new software and technology, case management systems, etc.

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- Demonstrated ability to work as a member of a team, including willingness to help others and share knowledge, information, contacts, and experience.
- Excellent management and leadership skills.
- Excellent work ethic, organization, and communication skills (oral and written).
- Experience working with low-income and vulnerable individuals from a variety of backgrounds, while demonstrating cultural humility.
- Able to plan and problem-solve, meet deadlines, and work well under pressure.
- Commitment to working with diverse populations and advocating for racial and economic justice.
- Demonstrated commitment to public interest work.
- Excellent research, writing, and advocacy skills.
- High level of professionalism, diplomacy, and sound judgment.

PREFERRED QUALIFICATIONS:

- Experience with healthcare or public benefits law preferred.
- Experience in a legal services or non-profit environment preferred.
- Working knowledge of relevant practice areas is a plus, but is not required.

EMPLOYMENT, COMPENSATION & BENEFITS

This is a full-time, exempt position location at CLS' North Philadelphia Office at 1410 W. Erie Avenue, Philadelphia, PA 19140. The candidate must be local to the region or willing to relocate.

Salary range is \$96,000 - \$120,000 depending on skills and experience. CLS offers a very generous and competitive benefits package including 100% employer paid medical, life, and short/long-term disability benefits, a 403(b) retirement plan with employer match, and generous leave package. A modest moving allowance may be available for the Managing Attorney if they current live more than 50 miles from the CLS North Philadelphia Office.

TO APPLY:

CLS has retained **Dunleavy & Associates** as its partner for this search. In order to be considered, interested candidates must submit a resume or CV as well as a cover letter that includes each of the following elements:

- Why you are interested in the MA H&I position at CLS Philadelphia.
- Additional professional and/or personal experiences, if any, that inform your qualifications for this position and are not otherwise obvious from your resume.
- Confirmation that the published salary range meets your requirements.

CLS values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ+, people with disabilities, people who have experienced poverty or homelessness and people who have had prior contact with the juvenile, criminal, or child welfare systems to apply. **CLS**

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invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Please submit your materials via this [LINK](#) or to Patty Cook at pcook@matchingmissions.com. Candidates who advance in the selection process will be asked to submit writing samples and references.

Community Legal Services, Inc. is an equal opportunity employer. CLS does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, sexual identity, genetics, age, national origin, disability, or veteran status. In addition to federal law requirements, CLS complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, and training.

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