JOB ANNOUNCEMENT

MANAGING ATTORNEY OF HEALTH & INDEPENDENCE UNIT

Community Legal Services, Inc. of Philadelphia (CLS) is a non-profit public interest agency providing free civil legal services to low-income Philadelphia residents. As the largest provider of free civil legal services in the Philadelphia area, CLS is both locally and nationally renowned as a premier legal services provider dedicated to ensuring access to justice for all low-income individuals and communities. 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 has ten legal units covering a wide range of civil legal services.

CLS’s Health & Independence (H&I) Unit seeks a Managing Attorney to work in our North Philadelphia office. The 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. Our recent work has included a class action settlement providing $712 million in retroactive SNAP Emergency Allotments for the poorest households in Pennsylvania (and a billion dollars/month ongoing nationally), issuance of a report on Racial Disparities in Nursing Home Care in Pennsylvania, and ongoing advocacy to increase TANF Cash Assistance benefits. 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 strong and creative leadership and supervision to advance key H&I Unit policy and advocacy goals.
- Use a wide array of legal tools, including policy advocacy, community education, legislative advocacy, and litigation to support members of the Unit in the development and execution of multifaceted impact advocacy campaigns.


• Actively lead, support, and advance Racial Justice advocacy work and strategies in H&I Unit work.
• Engage with local, state, regional and national legal services leaders, programs, and the overall advocacy community to advance H&I policy advocacy agenda.
• Engage with local, state, and federal officials and leaders, including executive and legislative entities, and coordinate benefits advocacy with the City of Philadelphia.
• Provide strong, collaborative, and creative leadership concerning H&I intake systems.
• Collaborate with other legal units around areas of substantive overlap (e.g., estate recovery, language access, public benefits advocacy, etc.) to drive the direction and potential expansion of H&I Unit work.
• Collaborate with other units to ensure that the H&I Unit’s work for immigrants, survivors of domestic violence, older adults, people with disabilities, people with criminal records, and individuals and families in deep poverty connects to CLS’s work and mission.

Client Representation, 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 as needed and support supervisees’ substantive legal work.
• Evaluate performance of supervisees and other staff in accordance with CLS’s evaluation processes/tools, including taking corrective action if needed.
• Support and assist H&I Unit members to develop and strengthen their systemic advocacy and individual case-handling skills, community engagement, and outreach and education skills.
• Advise and mentor H&I Unit staff as needed.
• Provide opportunities for training and development on advocacy issues, strategies, and tools.
• Work with the Director of Racial Equity, Inclusion and Diversity and Unit members on incorporating racial justice into H&I Unit policy advocacy.
• Work collaboratively with Unit members to jointly develop, implement, and supervise litigation and/or advocacy strategies to address systemic legal problems as those issues are identified.
• 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.
• Lead administrative efforts and hiring for the Unit.

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.
• Perform targeted outreach to external groups to build and strengthen key stakeholder relationships and strategically expand the H&I Unit’s work, advancing its 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 on applying for and maintaining funding, including grants and contracts.
• Meet with and report to funders to develop new relationships and maintain ongoing relationships.
• Assist with grant proposals and applications, reports, resource development, and compliance.
• Identify opportunities for working with the media and engaging in other communications.
• Actively participate in communications and media relations.

REQUIRED QUALIFICATIONS:

• At least 7 years of experience as a practicing attorney.
• License to practice law in Pennsylvania or ability to become licensed to practice in Pennsylvania within 24 months of starting the position.
• Computer proficiency in MS Office.
• Willingness to learn and use new software and technology, case management systems, etc.
• Demonstrated ability to work as a member of a team and to establish effective working relationships, 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.
• Demonstrated 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 including the ability to advocate in a clear, effective and logical manner both oral and written.
• 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 currently 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 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.