



## JOB ANNOUNCEMENT

### Supervising Attorney Disability Benefits Hearing Program (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We combat slum housing and develop strategies to end homelessness. Founded on the fundamental principle that every person should always be treated with dignity and respect, our professional staff of 55 (including 30 attorneys) fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and veterans who are homeless.

**Position Description:** ICLC is seeking a talented, full-time Supervising Attorney to join the leadership of an exciting new project that aims to create best practices in SSI/SSDI representation through our work. The Supervising Attorney will lead a team of attorneys and paralegals in representation of vulnerable clients in SSI, SSDI, and CAPI disability establishment hearings. This attorney will lead a new initiative that is part of a larger team already providing technical assistance to partner agencies on disability benefits applications for individuals who are homeless throughout Los Angeles County.

The Supervising Attorney will directly supervise the work of the attorneys and paralegals who prepare cases for hearing and represent clients in those hearings. The Supervising Attorney will be expected to mentor team members, to establish systems to organize the team's work-flow, and to provide substantive legal supervision over the team's legal work. The Supervising Attorney will also have responsibilities related to managing the grant funding this work-including tracking progress towards grant deliverables, drafting reports, and representing the project in outside meetings with our funder and partner agencies. The Supervising Attorney will also collaborate with the Directing Attorney of the project and other team members in identifying systemic problems within the SSI/SSDI or CAPI administrative hearing systems. During the beginning stages of the project, the Supervising Attorney may be required to represent clients in hearings. The Supervising Attorney may take on other responsibilities as the project develops.

**Hiring Criteria:** Commitment to ICLC's mission and values. Excellent oral and written communication skills. Organized and detail oriented. Ability to assume responsibility quickly and independently manage varied responsibilities. Ability to use good judgment, multitask and meet deadlines. Must demonstrate substantial experience representing clients in a large volume of SSI/SSDI disability establishment hearings. Experience representing clients in CAPI or other state fair hearings is a plus, as is experience representing clients in other public benefits matters such as General Relief, CalFresh or CalWORKs. Past experience supervising and mentoring less experienced attorneys in SSI/SSDI cases. Membership in the California Bar or another State Bar required.

**Compensation:** Salary commensurate with qualifications and experience. Excellent benefits.

**How to Apply:** Priority will be given to applications received by October 29. However, we will accept applications until the position is filled. To apply, please email your cover letter setting forth interest in the position, resume, and three references to Lisa Charles, Program Assistant, at [lcharles@innercitylaw.org](mailto:lcharles@innercitylaw.org).