



JOB ANNOUNCEMENT

Staff Attorney/Senior Staff Attorney Benefits Advocacy Hearings Program (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add 30 talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

Position Description: ICLC seeks talented full-time Staff Attorneys to represent vulnerable clients in SSI, SSDI, and CAPI disability establishment hearings. The Staff Attorneys will join an exciting new project that aims to develop and promote best practices in SSI/SSDI representation. The Benefits Advocacy Hearings Program is 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 primary responsibility of the Staff Attorneys will be representing clients in administrative hearings. The Staff Attorneys will be responsible for all aspects of representation including meeting regularly with clients, reviewing medical records, and researching and writing hearing briefs. During the beginning stages of the project, the Staff Attorney may be managing and developing cases for representation with minimal administrative support. The Staff Attorneys will collaborate with other team members in identifying systemic problems within the SSI/SSDI or CAPI administrative hearing systems. The Staff Attorneys will also identify common problems with the initial disability benefit applications and work closely with the Technical Assistance team to provide feedback on ways to improve initial applications and increase approval rates.

Hiring Criteria: Commitment to ICLC's mission and values. Excellent oral and written communication skills. Organized and detail oriented. Ability to assume responsibilities quickly and work independently in managing a significant caseload. Ability to use good judgment, multitask and meet multiple appeals and hearings deadlines. Membership in the California Bar or another State Bar is required.

We are seeking several Attorneys to join this team. Some positions will require the ability to speak, read and write Spanish or another second language.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits. This position is funded for three years, with a possibility for extension based on future funding.

How to Apply: Cover letters and resumes are reviewed upon receipt and well-qualified applicants will be invited to interview right away. Applications will be accepted until the position is filled, at which time, the job announcement will be removed from our website at www.innercitylaw.org. To apply, please email your resume, cover letter detailing interest in the position, and three references to Juliet Arganaraz, Director of Administration at careers@innercitylaw.org.

ICLC 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. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.