



JOB ANNOUNCEMENT

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

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row in Downtown Los Angeles. 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 about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve more clients.

Position Description: ICLC is seeking a talented, full-time Supervising Attorney to join the leadership of an exciting project that aims to create best practices in SSI/SSDI representation through our work. The Supervising Attorney, in collaboration with a Directing Attorney of Public Benefits Advocacy, leads a team of attorneys and paralegals in representation of vulnerable clients in SSI, SSDI, and CAPI disability establishment hearings. This attorney will lead our direct services work as part of a larger team that collaborates in a county-wide initiative with 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. Depending on need, the Supervising Attorney may be required to represent clients in hearings. The Supervising Attorney may take on other responsibilities as the project requires.

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 types of Social Security cases related to post-entitlement claims. 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: Applications will be accepted until the position is filled. To apply, please email your resume and cover letter to Anna Carrillo, HR Coordinator, at careers@innercitylaw.org. Applications will not be considered if both resume and cover letter are not provided.

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.