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**POSITION ANNOUNCEMENT**  
**DIRECTING ATTORNEY OF SCLC'S**  
**DISABLED HOMELESS ADVOCACY PROJECT**  
5/8/2018

The Seattle Community Law Center (SCLC) provides accessible legal advocacy to people living with physical and mental disabilities so that they may obtain the resources necessary to overcome barriers to financial and medical stability. We further our mission through targeted advocacy projects that help people with Social Security disability problems. SCLC's unique method of delivering legal services utilizes a holistic approach to help clients reach a self-defined goal. This includes providing high-quality legal representation as well as connecting our clients to other legal and human services partners so that they may become better engaged with resources available in their community.

The Disabled Homeless Advocacy Project (DHAP) was launched in April 2006 to address a well-documented need for SSDI/SSI representation for homeless individuals. DHAP delivers legal aid "in the field" at local shelters, libraries, and sites accessible to the homeless population. DHAP helps provide the accommodations, resources, and encouragement necessary to help keep homeless clients engaged in medical treatment and in their disability claim.

**POSITION DESCRIPTION**

SCLC is searching for an outstanding attorney to fill a full-time (35 hours) exempt position as the directing attorney of the Disabled Homeless Advocacy Project (DHAP). The directing attorney is responsible for overseeing and managing DHAP. This position requires the ability to travel to client meetings, community events, and hearings, and may require some work on nights or weekends. In this position, a successful candidate will possess the following capacities.

- **Leadership.** The DHAP Directing Attorney will work with the executive director to establish program goals, a strategic work plan and periodically review case selection criteria. The DHAP Directing Attorney will implement the work plan and case selection criteria to meet program goals and deliver on SCLC's vision to provide community based direct representation to people with disabilities before the Social Security Administration, and work toward broader systemic changes through strategic partnerships, community education, and litigation. The successful candidate will have:
  - a personal commitment to race equity and inclusion and anti-poverty work.
  - experience or interest in project management.
  - capacity to engage in group problem solving and achieve workable unity.
  - interest and capacity to identify, initiate, and engage in strategic partnerships with community members, organizations, and other groups on issues related to the work of

DHAP (e.g. contribute at regular meetings with Alliance for Equal Justice partners, social justice partners, and other stakeholders).

- **Community Based Lawyering, Direct Representation.** The DHAP Directing Attorney is responsible for every step in the life of each case from intake to case closing including: creating an advocacy plan for each client; assessing and the appropriate level of service to the client; keeping well documented case files (electronic and physical files); and providing high quality legal advocacy to every client that qualifies for representation. The successful candidate will be a licensed attorney and have:
  - demonstrated ability building and maintaining community partnerships.
  - demonstrated ability to work with clients from diverse backgrounds that have a diverse spectrum of abilities and varying communication styles.
  - interest and/or experience working with people who are homeless.
  - superior organizational skills and the ability to manage a large caseload.
  - experience representing individuals in Social Security cases.
  - excellent research, and oral and written advocacy skills.
  - interest in developing an out of the box service delivery systems that can help people overcome barriers to receiving legal advocacy and/or public benefits.
  - excellent communication skills (e.g. listening, interviewing, working with interpreters, conveying information to people with a variety of learning styles).
  - the ability to work collaboratively with SCLC staff, legal service providers, state and federal agency representatives, community members, community organizations, and private attorneys.
  - Experience and capacity in prioritizing and delegating tasks.
  - the ability to build and steward good relationships with volunteer attorneys.
  - the desire and ability to mentor new attorneys and law student volunteers.
  - Experience utilizing telephonic and in-person interpretation services.
  - Experience working with LegalServer is desirable.
  - Proficiency in a second language is desirable.
- **Community Education.** Have the experience and the ability to teach clients, community members, advocates, and others about problems faced by SSI/SSDI recipients through a variety of mediums including written self-help materials, delivering in person trainings, public speaking, and other creative or out of the box avenues of service delivery.

**Compensation:** Salary for \$43,000-\$50,000, and standard SCLC benefits package.

**How to apply:** Interested candidates should attach a short writing sample, resume, and letter of interest to an email addressed to Alex KF Doolittle at [alex@seattlecommlaw.org](mailto:alex@seattlecommlaw.org).