



610 S. Ardmore Avenue, Los Angeles, CA 90005, Tel: (213) 385-2977, Fax: (213) 385-9089, Website: [www.publiccounsel.org](http://www.publiccounsel.org)

---

## **JOB ANNOUNCEMENT**

### **SUPERVISING ATTORNEY HOMELESSNESS PREVENTION LAW PROJECT**

#### **ORGANIZATIONAL BACKGROUND**

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmas Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 120. We seek to have a racially inclusive staff.

Public Counsel's Homelessness Prevention Law Project (HPLP) serves individuals who are homeless or at high risk of becoming homeless. HPLP provides *pro bono* representation to homeless individuals and families to secure food, shelter, clothing and other vital benefits. In addition, HPLP assists unrepresented low-income litigants in unlawful detainer actions, and helps address tickets and warrants that present barriers to an individual's housing and stability.

#### **JOB SUMMARY**

HPLP is seeking a full-time Supervising Attorney for a new program that will focus on delivering comprehensive, trauma-informed, wrap-around legal services designed to remove barriers to housing. It will serve youth, families and single adults in the communities within Los Angeles County's Service Planning Area (SPA) 6, encompassing South Los Angeles, Compton, Florence, Rosewood, Willowbrook, Crenshaw, West Adams, Lynwood, Paramount and Windsor Hills, in partnership with regional Coordinated Entry System (CES) health and social service partners. This innovative program is designed to remove barriers to housing that require legal intervention, including but not limited to: eviction prevention, landlord dispute resolution, government benefits, worker compensation/unemployment benefits, clearing financial debt, professional licenses and identification, and expungement of criminal records. The Supervising Attorney will be responsible for managing the direct services work of three or more staff attorneys, two paralegals, and one administrative assistant. The Supervising Attorney will also help maintain and grow relationships with funders and community partners, and manage the administrative aspects of the program.

This is a full-time position based at Public Counsel's 610 S. Ardmore office, but will involve off-site clinic work in South Los Angeles communities and other parts of Los Angeles County. The Supervising Attorney will report to HPLP's Directing Attorney.

The position has the following responsibilities:

- Supervision of direct services staff and casework;
- Maintaining a caseload as balanced with other supervisory and administrative duties;
- Training, mentoring and professional development of staff;
- Collaborate with the Directing Attorney and team members to assist with program design, development, oversight and administration;
- Grant reporting, billing, and outcome tracking;
- Developing and maintaining relationships with internal and external partners;
- Train and provide support to *pro bono* volunteers;
- Coordinating and participating in community outreach, including trainings and doing special projects as assigned;
- Other duties as assigned.

## **ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED**

Candidates must possess the following:

- Juris Doctor degree and a member in good standing of the California Bar;
- At least 5 years of relevant poverty law experience;
- Comfort with trauma-informed legal advocacy: empathy, responsive listening, restraint from judgment, and demonstration of authentic care and concern;
- Commitments to race equity work and community lawyering, and willingness to incorporate race equity principles and community lawyering in practice;
- Ability to effectively supervise legal work in a fast-paced environment and high volume practice;
- Experience managing and motivating a team;
- Strong interpersonal skills and ability to create a culture of feedback and continual improvement;
- Organization skills and attention to detail;
- Strong written and oral communication skills;
- Excellent negotiation skills; and
- Ability to commute throughout Los Angeles County.

In addition, as required by funding and our service partners, after hire candidates must:

- Obtain certification that candidate is free of active tuberculosis prior to contact with clients;
- Participate in other health and security clearances.

***Ability to read, write and speak fluently in Spanish is strongly preferred.***

## **START DATE AND COMPENSATION**

The Staff Attorney is a full-time, exempt position available immediately. Salary is commensurate with abilities and experience. Excellent benefits.

## **APPLICATION DEADLINE**

Continuous until position is filled.

## **TO APPLY**

Email a cover letter, résumé, list of references and brief writing sample (10 pages or less) in PDF format to:

Nisha Vyas

Directing Attorney – HPLP

[hplpjob@publiccounsel.org](mailto:hplpjob@publiccounsel.org)

Please include “Supervising Attorney” in subject line. No phone calls please.

## ***Public Counsel is an Equal Opportunity Employer***

*All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.*

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