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**POSITION ANNOUNCEMENT
DIRECTING ATTORNEY OF BLC'S
DISABLED HOMELESS ADVOCACY PROJECT**

11/24/21

BLC is a compassionate legal services organization, committed to delivering: high-quality trauma informed advocacy centered on client needs; honor for the humanity of every client; and a continually inclusive and collaborative environment for all. We make direct legal representation in Social Security matters accessible to low-income community members in King County. We deliver on our mission through targeted community lawyering projects that help people obtain and maintain access to Social Security benefits. BLC builds workable advocacy plans for clients that face poverty, language barriers, homelessness, limited transportation, and mental illness.

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 that are physically and culturally accessible to people experiencing homelessness. DHAP helps provide the accommodations, resources, and encouragement necessary to help keep homeless clients engaged in their disability claim.

APPLICATION PROCEDURE

To apply, email a letter of interest explaining why your personal and professional experience make you a good fit for this role, a resume, and a short writing sample to Alex Doolittle at alex@benefitslawcenter.org with the subject line “DHAP Directing Attorney Application”. Applications will be accepted until the position is filled, **first review will be performed on 12/17/21**.

POSITION DESCRIPTION

BLC 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 BLC’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 managing a full caseload of Social Security cases, at every level of the administrative appeals process. They will manage 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 live outside.
 - ability to meet clients where they are at physically and figuratively
 - superior organizational skills and the ability to manage a large caseload.
 - excellent research, and oral and written advocacy skills.
 - interest in developing an out of the box service delivery systems that can help clients overcome barriers to receiving legal advocacy and 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 BLC 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.

COMMITMENT TO DIVERSITY

BLC is an anti-racist organization. Our commitment to inclusion is based in our belief that a diverse workforce and inclusive workplace culture enhances our ability to fulfill our mission. We strongly encourage applications from people who have experienced living on a fixed income, engaging with Social Security, living with a disability, and/or unstable housing.

Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

COMPENSATION AND BENEFITS

This is a full-time exempt position that is typically performed onsite at BLC and at community locations around King County. Salary: \$65k-\$99k annually DOE. BLC offers employees 105 hours of paid vacation and two floating holidays annually, all federal holidays off, paid health-related leave, medical benefits, retirement benefits, a compelling mission, paid WSBA dues, financial support for attending CLEs relevant to the work of BLC, and fantastic co-workers.