

**Neighborhood Legal Services seeks to hire a
Managing attorney for the Family Defense Project!
Pittsburgh Office
Posting # 101**



Job Title: Managing Attorney - - Family Defense Project
Department: Legal – Advocacy & Client Services
Reports to: Director of Advocacy

JOB SUMMARY:

The Managing Attorney for the Family Defense Project provides oversight of the daily operations and strategic initiatives of the Family Defense Project, overseeing legal representation to clients involved in court dependency and termination of parental rights proceedings within Allegheny County Juvenile Court. The Managing Attorney manages and provides leadership to attorneys and all reporting staff; engages in and encourages impact representation; oversees litigation planning and strategy; engages in courage community education, the bar association, fundraising; and works with the Director of Advocacy and the Director of Compliance and Case Management to ensure compliance with all regulations and funding requirements of the program.

SUPERVISORY DUTIES

- Directly supervise the FDP staff including all organizational performance matters, human resource actions and recommendations including timekeeping, recruitment and training and in compliance with the Collective Bargaining Agreement.
- Support to staff attorneys in complex cases and overall case management; as well as collaborate with legal staff as required.
- Monitor family dependency issues across Allegheny County service area while developing and maintaining relationships with community partners;
- Represent FDP and the interests of parents and parent representation by actively seeking out opportunities for participation with community partners, committees and workgroups.
- Attend meetings with court personnel and other agencies to represent JCP's interests.
- Work with Appellate Counsel on appellate strategies, briefs, and appeals.
- Conduct case reviews including the review of open and closed cases to ensure compliance with grant requirements;
- Manage staff's responses and interactions with clients including response timeliness, courteous behaviors and appropriate handling of client matters and problems;
- Contribute and promote a healthy, productive and positive work environment;
- Provide guidance to staff on a day-to-day basis;
- Attend and contribute to Management Meetings and Trainings;
- Work with the Pro Bono Manager to create pro bono opportunities in the Family Defense Project areas, assist with training and mentoring pro bono attorneys;

ADMINISTRATIVE DUTIES

- Develop, communicate, and implement the unit's legal strategy; provide training to staff on strategic goals.
- Provide support to the Director of Compliance and Case Management, and all the Directors as required for report preparation and funding applications;
- Contribute and assist in development and execution of presentations, procedures, and policies as necessary;
- Conduct case reviews including the review of open and closed cases to ensure compliance with grant requirements;
- Collaborate and contribute to training development and with special projects as assigned;
- Ensure compliance with financial reporting and audit requirements.
- Insure that the Family Defense Project staff are complying with all grant requirements, particularly the DHS Conflict Counsel for Parents Grant.
- Collaborate with the Director of Development, Director of Finance and Compliance Manager to comply with all DHS reports, audits and filings.

OUTREACH DUTIES

- Further local Bench/Bar relations by participating in local and state bar committees
- Conduct community education classes, attend outreach clinics, and work with community partners on the Family Defense Project issues.
- Spokesperson for NLS to the media and other audiences on relevant substantive legal topics and participate in community forums as NLS representative;
- Provide recruitment support for the Private Attorney Involvement (PAI) Program;
- Contribute to the development of legal education activities for the legal services and local bar communities;
- Coordinate with the local legal and client community in the establishment of office goals and priorities;
- Participate in fundraising activities at the direction of the Executive Director;

LEGAL REPRESENTATION DUTIES

- Engage in representation on matters that affect the client community and/or which seek to effectuate systematic change in conditions that adversely affect the client community;
- Where appropriate and/or necessary serve as co-counsel or mentor;
- Develop and implement systematic approaches to legal problem solving;

ADDITIONAL DUTIES

- Develop legal education activities in the Legal Services and local Bar communities;
- Perform additional duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent sales and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.

- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE

- Graduation from an accredited law school;
- 10 years of legal experience;
- Admission Pennsylvania Bar Association;
- Demonstrated supervisory capabilities;
- Administrative experience is strongly preferred;

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

NEIGHBORHOOD LEGAL SERVICES BENEFITS INCLUDE:

- *NLS 100% paid healthcare through Highmark that includes prescription and dental coverage*
- *NLS 100% paid Life/ADD, Long-term Disability, Short-term Disability Insurance*
- *NLS paid Health Reimbursement Account (HRA)*
- *Contributions to a 403b and/or Roth 403b after one-year of service (optional)*
- *Options that you may choose to purchase or contribute to include:*
 - *Vision Insurance*
 - *FSA – Medical Account*
 - *FSA - Dependent Care Account*
 - *Qualified Transportation Election*
- *Paid Time Off: (pro-rated first year)*
 - *15 vacation days*
 - *14 sick days*
 - *3 Personal Days*
 - *15 Holidays*