



JOB ANNOUNCEMENT

Staff Attorney

(Full-Time, Exempt Position)

Inner City Law Center (ICLC) is a nonprofit law firm located in the Skid Row neighborhood of 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 experiencing homelessness, people living with HIV/AIDS, and homeless veterans.

Position Description: ICLC seeks a highly-motivated Staff Attorney that will represent clients in Benefits Advocacy with a focus on SSI/SSDI & CAPI Administrative Hearings, Appeals Council, and Federal District Court advocacy. The incumbent will be responsible for all aspects of representation including meeting regularly with clients, reviewing medical records, maintaining case file and case notes, and researching and writing pre/post hearing briefs. They will be responsible for assigning work to and mentoring team paralegals on their cases. The incumbent will conduct legal reviews of applications for disability benefits for partner agencies, direct representation of clients seeking replacement of vital documents, and work with program staff to answer questions and provide legal and technical guidance to partner agencies on initial eligibility rules, disability standards, and application preparation. Areas of responsibilities include but are not limited to:

Responsibilities:

- Carries caseload, which may include administrative hearings and appellate work.
- Collaborates with our partners in preparing educational materials and SSI/SSDI & CAPI Application Quality Review.
- Brings critical expertise or experience and provides significant guidance and mentoring to other staff.
- Develops and creates educational materials and tools for our partners relating to Public Benefits as directed,
- Develops and Provides trainings on Public Benefit topics, as directed.
- Supervises work of other program staff, including paralegals, less experienced attorneys, and law clerks.
- Assists and participates in developing and representing ICLC relationships with other nonprofit organizations and government agencies, informing them and our client communities about their legal rights and ICLC services.
- Maintains accurate, timely and complete case files and submits detailed monthly statistical reports to the appropriate ICLC administrator.
Works with appropriate government agencies to resolve client problems.
- Partners with pro bono counsel to expand the volume of services that ICLC can provide.
- Provides professional support to senior staff attorneys as required.
- Performs legal research and writing.
- Assists with projects and drafting policies and procedures related to legal issues.
- Performs other duties as assigned.

Hiring Criteria: Committed to ICLC's mission and values. Mission driven and dedicated to eradicating homelessness and dismantling the systems that contribute to it. Committed to equity, diversity, and racial justice. Membership in the California Bar or licensed to practice in another state and eligible to practice

under Rule 9.45 of the California Rules of Court (Registered Legal Services Attorney). Innovative and solution oriented. Strong research, writing, and analytical skills. Organized, detail oriented, and able to assume responsibility quickly and independently in a rapidly growing organization. Must have access to reliable transportation.

Compensation: Salary compensation from \$78,000 - \$105,000 per hour and is commensurate with qualifications and experience. Excellent [benefits](#).

How to Apply: Cover letters and resumes are reviewed upon receipt and applications will be accepted until the position is filled. To apply, please upload your resume and cover letter detailing interest in the position directly to our website at <https://innercitylaw.org/apply/>. Applications will not be considered if both resume and cover letter are not provided.

Inner City Law Center is committed to having a diverse staff and an equitable and inclusive workplace. To read our full DEI Statement, please click [here](#).

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.

To keep our Staff and Clients safe, ICLC requires all Staff to have received the COVID-19 vaccine.