



JOB ANNOUNCEMENT

Staff Attorney or Senior Staff Attorney Disability Benefits Hearing Program (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We combat slum housing and develop strategies to end homelessness. Founded on the fundamental principle that every person should always be treated with dignity and respect, our professional staff of 55 (including 30 attorneys) fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and veterans who are homeless.

Position Description: ICLC is seeking a talented, full-time Attorney to represent vulnerable clients in SSI, SSDI, and CAPI disability establishment hearings. The Attorney will join an exciting new project that aims to develop and promote best practices in SSI/SSDI representation. The Disability Benefits Hearing Program is a new initiative that is part of a larger team already providing technical assistance to partner agencies on disability benefits applications for individuals who are homeless throughout Los Angeles County.

The primary responsibility of the Attorney will be representing clients in administrative hearings. The Attorney will be responsible for all aspects of representation including meeting regularly with clients, reviewing medical records, and researching and writing hearing briefs. During the beginning stages of the project, the Attorney may be managing and developing cases for representation with minimal administrative support. The Attorney will collaborate with other team members in identifying systemic problems within the SSI/SSDI or CAPI administrative hearing systems. The Attorney will also identify common problems with the initial disability benefit applications and work closely with the Technical Assistance team to provide feedback on ways to improve initial applications and increase approval rates.

Hiring Criteria: Commitment to ICLC's mission and values. Excellent oral and written communication skills. Organized and detail oriented. Ability to assume responsibilities quickly and work independently in managing a significant caseload. Ability to use good judgment, multitask and meet multiple appeals and hearings deadlines. Past experience representing clients in SSI/SSDI or CAPI disability establishment hearings preferred. Experience representing clients in state fair hearings in CalFresh or CalWORKs benefits is also a plus. Experience handling a high volume of cases for representation is a plus. Ability to speak, read and write in Spanish is preferred. Membership in the California Bar or another State Bar is required.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits.

How to Apply: Priority will be given to applications received by December 3, 2017. However, we will accept applications until the position is filled. To apply, please email your cover letter setting forth interest in the position, resume, and three references to Lisa Charles, Program Assistant, at lcharles@innercitylaw.org.