

SOUTH COASTAL COUNTIES LEGAL SERVICES, INC.

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SOUTH COASTAL COUNTIES LEGAL SERVICES, INC.

Position Description

JOB TITLE: SCCLS MANAGING ATTORNEY

REPORTS TO: EXECUTIVE DIRECTOR OR DESIGNEE

OPEN POSITIONS: Managing Attorney – New Bedford Office & Brockton Office

South Coastal Counties Legal Services, Inc. (SCCLS), a growing non-profit civil legal aid program that provides quality legal representation to low-income and other vulnerable residents of Southeastern MA, Cape Cod & Islands seeks permanent Managing Attorneys for its offices in New Bedford and Brockton. The overall role of the Managing Attorney is to oversee and ensure the provision of high-quality legal services to clients served by SCCLS. As part of an overall management team, the Managing Attorney effectively engages with the organization's leadership team, advocacy staff, and community organizations to develop and manage strategic initiatives and coordinate the impact work of the organization, including incorporating a race equity lens. The Managing Attorney might maintain a small and strategic caseload which serves to shape the impact advocacy of the office. The Managing Attorney for the Brockton office will also be responsible for tasks associated with opening and staffing a new office.

Supervise Legal Work

- Supervise the advocacy work of the local office which will include case selection, co-counseling, case reviews consistent with implementing strategies to address needs of community(ies);
- Consistent with program supervision standards, provide timely annual written evaluations and case reviews;
- Provide ongoing supervision and mentoring — provide ongoing constructive feedback; identify growth areas, identify and implement necessary supports;
- Ensure equity in assignments;
- Foster collaboration and team building;
- Ensure advocacy staff is actively engaged with other program advocates, local community organizations, and the statewide advocacy community to address legal issues confronting low-income residents;
- Demonstrate creativity in identifying and pursuing legal issues on behalf of low-income residents; possess vision and sense of urgency in addressing emerging issues affecting clients/client communities.

Training

- Onboarding of new staff into local office and organization generally;
- Ensure appropriate technical and/or substantive legal training and ongoing support is provided to staff.

Organizational (Internal Focus)

- Effectively model and communicate a commitment to organizational mission and support for the organization;

- Ensure adherence to program and case handling standards, funder requirements and the highest professional standards;
- Foster collaboration and team building across organization;
- Identify and address interpersonal/personnel issues within local office;
- With SCCLS' PAI Coordinator to promote use of volunteers to further SCCLS' advocacy goals and strengthen its capacity to serve clients;
- Work with SCCLS' Executive Director or their designee on funding initiatives, grant compliance and legal work;
- Implement personnel policies relating to hiring, leave, discipline and discharge; maintain communications with Administrative office regarding HR and other personnel issues;
- Oversee local office administration and management functioning including local office accounting, physical building issues, contemporaneous timekeeping, implement and oversee other administrative operations of the office in conjunction and in consultation with Executive Director or designee.

Organizational (External Focus)

- Collaborate with advocacy staff to identify systemic barriers faced by clients and client communities of SCCLS and to seek innovative ways to address;
- Ensure that legal services provided are consistent with SCCLS's priorities, policies and procedures, and that resources to provide the highest quality client services are maximized;
- Maintain liaison with the client community, client and other community groups, courts and administrative forums, and bar associations; act as the face/representative of SCCLS in local office region in external relationships.

Core Competencies

- Foster inclusivity, equity and humility when working with clients, colleagues and in supervising staff at the intersection of multiple identities, including race, ethnicity, gender identity, sexual orientation, socio-economic status, immigration status, religion, physical and mental disability, and/or limited English proficiency;
- Effectively engage with the organization's leadership team, advocacy team, and community organizations to develop and manage strategic initiatives and coordinate the impact work of the organization, including incorporating a race equity lens.
- Capacity to facilitate groups and meetings equitably with a framework that embraces race equity principles;
- Demonstrate a commitment to race equity, anti-racism and economic justice in the workplace and in the provision of legal services;
- Model whole organization mindset, foster cross-office relationships.

Qualifications and Experience:

1. Management or supervisory experience with demonstrated ability to supervise and mentor staff; commitment to fostering inclusivity and equity in supervising staff of varying experience levels and/or at the intersection of multiple identities; ability to give and receive constructive feedback; proven skills in leadership, relationship development, collaboration and team building.
2. At least 7 years of legal practice in a variety of forums including federal, state, and appellate courts, administrative agencies, and/or legislative bodies. Admitted to practice law in Massachusetts or able to seek admission; experience in a civil legal aid environment desirable.
3. Commitment to race equity, anti-racism and economic justice in the workplace and in the provision of legal services.
4. Demonstrated experience working with vulnerable populations and understanding of effects of poverty, trauma, and systemic discrimination. Demonstrated creativity and vision in pursuing legal issues on behalf of low-

income residents; possess vision and sense of urgency in addressing client needs including identifying and responding to emerging issues.

5. Fluency in a second language which reflects our client communities (Spanish, Portuguese, Cape Verdean Creole, Haitian Creole, Vietnamese, Khmer) strongly preferred.
6. Effectively model and communicate a commitment to organizational mission and support for the organization with ability to effectively communicate same; strong personal work ethic and ability to organize time, manage diverse activities and meet critical deadlines.
7. A commitment to fostering inclusivity and equity, as well as humility when working with clients, colleagues and in supervising staff at the intersection of multiple identities, including race, ethnicity, gender identity, sexual orientation, socio-economic status, immigration status, religion, physical and mental disability, and/or limited English proficiency;
8. Excellent written and verbal communication skills; strong interpersonal skills; demonstrated ability to work and communicate effectively with people from diverse cultures, with diverse opinions and values.
9. Capacity to facilitate groups and meetings equitably with a framework that embraces race equity principles; experience engaging with community groups, organizations, and advocacy groups to resolve issues affecting low-income residents and communities.

Compensation and Benefits::

SCCLS offers competitive compensation based on comparable public interest salaries and will be commensurate with experience. Multi-lingual annual increment to base salary may be added for demonstrated language skills. SCCLS offers a benefits package which includes medical and dental for employees and dependents; life insurance; long/short term disability; PFMLA benefits; 403(b) retirement plan; and generous leave.

Application Process:

Review of applications will begin immediately and continue until the position is filled. Please submit a letter expressing your qualifications, vision for, and interest in the position and include a resume. Materials and any questions should be submitted to Lissl Thelin at lthelin@sccls.org

SCCLS is an Equal Opportunity Employer and we welcome applicants from a broad range of backgrounds and experiences. We strive to foster a healthy, inclusive environment where all staff, clients, and community members are valued, empowered and recognized, especially individuals who come from marginalized communities that are often under resourced, underserved, and underrepresented.

About the Organization:

SCCLS and its subsidiary, the Justice Center of Southeast Massachusetts (JCSM), with a combined staff of nearly 80, is the principal provider of free, civil legal aid to low-income residents of Southeastern Massachusetts, Cape Cod, and the islands of Martha's Vineyard and Nantucket. SCCLS law offices are located in Hyannis, New Bedford and Fall River. The Justice Center is located in Brockton. SCCLS' core mission is to achieve justice for eligible clients through community-based advocacy. The organization prioritizes legal services in: housing, public benefits, elder law, domestic relations, employment, education, immigration, and consumer matters.

South Coastal Counties Legal Services is funded by individuals, corporations, municipalities, foundations, and the following partners:



SCCLS is a 501(c)(3), not for profit agency. All funds received by SCCLS are spent in accordance with the Legal Services Corporation Act of 1974, as amended 1977, 42 U.S.C. §§ 2996 et. seq., its implementing regulations, 45 C.F.R. § 1600 et. seq., and other applicable law.