

## **JOB DESCRIPTION: SUPERVISING ATTORNEY – CARO OFFICE**

### **Organization overview**

Lakeshore Legal Aid (“LLA”) is a non-profit organization that provides free legal assistance to low-income clients and elderly clients in the eastern counties of Michigan. LLA strives to serve clients in a holistic manner to address our clients’ legal issues and improve our communities. Our core work includes housing, family, and consumer, estate planning, elder abuse, and public benefits law.

### **Position Overview**

LLA seeks an attorney to lead its Caro office which serves low-income and senior individuals in a 9 county service area. The supervising attorney will be responsible for leading a field office to ensure that the LLA staff attorneys at the Caro location represent clients in a holistic manner to achieve clients’ goals. The supervising attorney will also identify systemic legal problems and develop impact advocacy. In addition to overseeing staffs’ work, the supervising attorney represents clients and maintains a caseload. The supervising attorney also ensures that staff comply with funding requirements.

### **Responsibilities**

- Supervise staff attorneys and support staff
- Monitor substantive legal work
- Ensure staff development through mentoring and training
- Ensure staff compliance with funding requirements
- Prepare and draft required funder reports
- Represent clients by maintaining a caseload and co-counselling with staff attorneys
- Identify, develop, and implement advocacy strategies to address systemic legal problems
- Develop and maintain a productive work environment.
- Develop a leadership role in legal services organizations, bar associations, and community groups
- Other duties as assigned

### **Qualifications**

- Juris Doctor
- Admission to Michigan Bar (or ability to be admitted through reciprocity)
- 4 years or more experience of practice
- Prior supervisory experience preferred
- Demonstrated commitment to public interest or pro bono work
- Excellent writing and oral communication skills
- Ability to lead and motivate
- Flexibility

### **Salary**

Salary is commensurate with qualifications and includes excellent benefits

To apply, please send resume to [resumes@lakeshorelegalaid.org](mailto:resumes@lakeshorelegalaid.org)

LLA values diversity and is an equal opportunity employer.