

JOB TITLE: Staff Attorney

REPORTS TO: Director of Legal and Advocacy Services

JOB TYPE: Full-time-exempt

POSITION SUMMARY: The Staff Attorney will be responsible for offering legal services to clients with disabilities, including conducting legal research, preparing legal documents, and representing clients in meetings, negotiations, and proceedings before a court, administrative agency, or other tribunal. This role requires interest in developing expertise in areas of law relevant to the organization's mission, as well as a commitment to social justice, equity, and serving at-risk populations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Client Representation:

- a. Provide legal representation to clients in areas that may affect their rights as persons with disabilities, including abuse, neglect, or exploitation of people with disabilities; education for people with disabilities; employment for people with disabilities; access to and accommodations for housing; and understanding and enforcing one's rights concerning public health insurance and related programs for persons with disabilities.
- b. Advocate for clients' rights and interests in negotiations, hearings before state or federal tribunal, or other proceedings that implicate the rights of a person with disabilities.

2. Legal Research and Analysis:

- a. Conduct legal research to analyze relevant laws, regulations, and precedents applicable to clients' cases.
- b. Prepare legal memoranda, briefs, and other documents, including pleadings and other filings to be used in cases before courts or other tribunals, outlining legal arguments and strategies.

3. Client Counseling:

- a. Counsel clients on legal matters, explaining their rights, options, and potential outcomes of legal actions.
- b. Collaborate with clients to develop and implement case strategies and provide guidance throughout the legal process.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. DRA reserves the right to change or amend responsibilities, job qualifications and required skills as needed.

4. **Advocacy and Outreach:**

- a. Engage in advocacy efforts to address systemic issues affecting the organization's clients.
- b. Participate in community outreach and education initiatives to raise awareness about legal rights and available services.

5. **Collaboration and Partnerships:**

- a. Collaborate with internal teams to provide comprehensive support to clients as appropriate for the needs of each case.
- b. Work with outside stakeholders, including social workers, benefits counselors, and employees of agencies or private organizations, to provide and receive assistance appropriate for clients' needs and consistent with professional and ethical standards.
- c. Build and maintain partnerships with other nonprofit organizations, legal aid organizations, pro bono attorneys, and other organizations or individuals who can serve as resources to clients in their communities.

6. **Compliance and Ethics:**

- a. Ensure compliance with applicable laws, rules, opinions, and other sources of authority related to professional and ethical standards for attorneys and other employees supporting the work of attorneys.

JOB QUALIFICATIONS AND REQUIRED SKILLS:

- 1. Juris Doctor (JD) degree.
- 2. Active license to practice law in Arkansas or the ability to obtain licensure within a reasonable time as determined by DRA management.
- 3. Required three years of experience practicing law in an area or areas relevant to DRA's work and mission; litigation experience preferred.
- 4. Strong advocacy skills that can be applied before tribunals and other settings, or strong interest in developing advocacy skills specific to DRA's clientele and areas of representation.
- 5. Strong ability to research, interpret, and apply sources of legal authority, including the ability to navigate legal and other procedures.
- 6. Excellent legal research, writing, and analytical skills.
- 7. Compassion, empathy, and dedication to serving at-risk individuals and families.
- 8. Commitment to social justice, equity, and the role of nonprofits like DRA in achieving these.

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