

# Supervising Attorney/Employment Team Leader

Job Details

## Job Location

Minneapolis - Minneapolis, MN

## Position Type

Full-Time Permanent

## Salary Range

\$82,626 - \$99,504 Salary/year

## Job Shift

Day

## Job Category

Legal

## DESCRIPTION

Mid-Minnesota Legal Aid (MMLA) is seeking a full-time, experienced supervising attorney for the Minnesota Disability Law Center (MDLC). The supervisor will have a focus on employment advocacy. In addition, they will work as a case handler and participate in litigation to advance the dignity, self-determination, and equality of individuals with disabilities. This position will be based in MMLA's Minneapolis office, with some statewide travel required. This position is also in a hybrid work environment.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

**BACKGROUND:** MDLC is a statewide project of MMLA and is the designated agency to protect and advocate for the rights of persons with disabilities in Minnesota. MMLA's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. MMLA provides civil legal representation to clients with low incomes and seniors in 21 counties in central Minnesota, and to people with disabilities throughout the state. MMLA and MDLC receive funding from a variety of public and private sources and enjoy strong support from the organized bar.

## RESPONSIBILITIES:

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions.
- Supervise attorneys and legal advocates.

- Lead a team of attorneys/advocates, including ensuring team's case handling, outreach, and other work aligns with MDLC's overall priorities.
- Participate in management of MDLC as a member of the MDLC supervisor team.
- Hire, onboard, and train new staff.
- Provide legal services and advice to individuals, which may include legal advocacy, negotiation, mediation, litigation, and handling of administrative and court proceedings.
- Interview clients, review records, manage caseload, and conduct legal research.
- Engage in systemic or complex litigation.
- Educate policymakers on disability rights policy issues, including serving on statewide councils and task forces.
- Manage federal grants related to MDLC's employment work.
- Draft reports and other materials related to MDLC's employment work.
- Handle client grievances.
- Conduct trainings, outreach, and community education.
- Cultivate and maintain relationships with relevant partners, including advocacy organizations, client communities, and agencies.
- Monitor facilities across the state that serve people with disabilities.
- Perform other duties as assigned.

## **QUALIFICATIONS:**

### Required Qualifications:

- Must be licensed to practice law in Minnesota or eligible for admission by reciprocity.
- Experience working with individuals with disabilities or with disability rights and advocacy.
- One or more years of supervising experience.
- Five or more years of legal experience.
- Three or more years of litigation experience.
- Demonstrated legal skills, including:
  - Excellent written and verbal communication skills.
  - Effective litigation outcomes.
  - Proven record of effective case handling and outcomes.
- Access to reliable transportation, as statewide travel is required.
- Government security clearance and fingerprinting is required for this position by the Social Security Administration.
- Commitment to working as a team member to serve clients' needs.

### Preferred Qualifications:

- Three or more years of disability rights experience.
- Experience in employment law.
- Interest and ability to build and advance partnerships with advocacy groups, client communities, providers, and agencies.
- Experience supervising and/or mentoring staff.
- Second language ability, particularly Spanish, ASL, Hmong, or Somali.
- Diverse economic, social, and cultural experiences.

**SALARY:** \$82,626 - \$99,504 Salary/year, depending on experience, plus benefits. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

**APPLICATIONS:** Submit resume, cover letter expressing interest in the position, and three job-related references online at <https://mylegalaid.org/employment> until position is filled.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Ann Cofell at [acofell@mylegalaid.org](mailto:acofell@mylegalaid.org).

Please direct all other inquiries to [hiring@mylegalaid.org](mailto:hiring@mylegalaid.org).

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.