

00ENGC - General Counsel II

Who We Are:

Indiana Disability Rights (IDR) is the designated protection and advocacy organization for the state of Indiana. We provide direct legal advocacy to people with disabilities across the state and covering a wide range of civil rights including access to education, health care, employment, community living, public access, self-determination, and freedom from abuse, neglect, and exploitation. Learn more about who we are by visiting www.indianadisabilityrights.org.

Applicant Access:

IDR values the lived experience of people with disabilities and people with identities marginalized or under-represented in the legal field. Applicants should feel welcome and are encouraged to include information relevant to their lived experience and personal identity as part of their submitted application materials.

If you need assistance or accommodations to complete the application process, please contact Scarlett Taylor at ScTaylor@indianadisabilityrights.org.

Salary:

This position falls within state job category 50. Salary is based on qualifications and experience.

A Day in the Life:

IDR seeks an experienced attorney with a strong commitment to IDR's mission, vision, and values to serve as Legal Director/General Counsel. This role works closely with the Executive Director, the IPAS Commission, external partners, staff, and clients to further IDR's work. This position serves as a member of the Leadership Team providing input for long range agency vision and long-term organizational and strategic planning. The leadership team works collaboratively and fluidly to address the needs of the agency and the people we serve. To be successful in this role requires flexibility, a collaborative leadership style, and the ability to think quickly and creatively to address complex issues across a broad spectrum of topics.

The essential functions of this role may include:

- Supervise staff providing legal services for the agency including attorneys and non-attorney advocates in a manner consistent with state and federal rules and regulations, state ethics, Indiana Rules of Professional Conduct, and IDR's mission, vision, and values.
- Oversee agency case management policies and procedures.
- Prepare and/or supervise the handling of litigation, the preparation of pleadings for and the handling of cases in the course of legal representation.
- Consult with staff, provide guidance in the investigation of pertinent legal facts relating to client rights concerns, oversee the representation of clients and supervise legal representation in administrative hearings or trials.
- Manage litigation involving the IPAS Commission utilizing associational standing.
- Provide legal assistance and/or oversight in the drafting of legal documents, agency policy, rules and regulations, resolutions, and other legal or related papers upon request.
- Provide legal assistance as assigned in the drafting of legislation impacting the agency and/or IPAS Commission.
- Advise on legislative and policy matters as directed.
- Advise the Executive Director on legal and policy matters as requested.
- Advise the IPAS Commission on legal and policy matters as requested.

- Provide input to reports submitted to the Executive Director, IPAS Commission, MHAC, and for public distribution as directed.
- Monitor legal trends and/or case law at the state and federal level that could impact the agency or the people we serve.
- Serve as a representative of IDR at meetings, public presentations, media engagement, and other external interactions as assigned.
- Assist in the development of IDR's priorities and objectives and provide input for long-range agency vision and long-term organizational and strategic planning.
- Develop and maintain a positive working relationship with members of the disability community, the legal community, and organizations led by people with disabilities, people with lived experiences, and people from marginalized communities.
- The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

What You'll Need for Success:

All candidates must submit a resume and cover letter along with their application to be considered. The ideal candidate for this role should have:

- A Juris Doctor degree from an ABA accredited law school and 5+ years of progressively responsible experience managing all aspects of litigation including significant experience with disability and/or civil rights laws representing clients in administrative hearings, state court, and federal court. Experience directing class action or systemic litigation is strongly preferred. Prior experience with the protection and advocacy system is a plus.
- The candidate must be admitted to practice law in Indiana or have the ability to seek admission to the Indiana State Bar upon successful hiring.
- Ability to pass federal security suitability clearance and a state background check.
- Advanced knowledge of civil rights law, administrative law, statutory interpretation and the legislative process.
- Thorough knowledge of and adherence to IDR's mission, vision, and values.
- Thorough knowledge of agency and/or organizational program(s) and business practices.
- Ability to supervise others, conduct employee evaluations, staff training and development, take appropriate disciplinary/corrective actions, and make hiring/termination recommendations.
- Must possess superior writing and communication skills and be able to present ideas and opinions clearly in oral, written, and electronic form.
- Excellent organizational skills are required in order to balance the various administrative and programmatic demands.
- Work requires responsiveness to quick deadlines and providing thoughtful analysis in a timely manner.
- Ability to establish and maintain effective working relationships with members of the disability community, the legal community, and organizations led by people with disabilities, people with lived experiences, and people from marginalized communities.
- Ability to work effectively with fellow agency employees, opposing counsel, service providers, legislators, and other community stakeholders.
- Ability to treat all people with courtesy and respect.
- Ability to create, maintain and improve the culture of teamwork, cultural competency, excellent customer service, and cost-effective use of the people's resources.
- Ability to work collaboratively with colleagues and partners.

- Respect for people with all manner of disabilities and respect for all members of the disability community and its allies.
- Ability to think critically and creatively to address client objectives.

Difficulty of Work:

The Legal Director/General Counsel must assure that decisions made, and work completed comply with highly complex state and federal law, regulations, and rules. They must also be thoroughly knowledgeable of the operations of the legal system, administrative hearing process, and social service agencies. Extensive judgment, strict confidentiality, trust, and candor is required to determine the best course of action for each individual situation. This position may be called upon to deal with potentially hostile or adversarial conflict.

Responsibility:

The General Counsel works in a highly independent manner in the exercise of duties. The role works closely with the Executive Director and will be called upon to advise or when applicable, to make decisions impacting the agency and the people we serve. As a member of the leadership team, this position will have a high degree of responsibility and be expected to juggle multiple projects while maintaining a daily task list. Trust, flexibility and collaboration are essential.

Personal Work Relationships:

- This individual will be expected to partner with and provide excellent customer service to agency personnel, people with disabilities, relevant state and federal agencies, policymakers, and other related stakeholders.
- Partnerships and positive working relationships with people with disabilities, members of the disability community, relevant public agencies, federal, state & local governments and/or community leaders will be required.

Physical Effort:

- Physical effort is limited to the use of computer keyboards and handling and/or lifting of printed materials, books and files. The ability to use a keyboard, handle or lift materials with or without a reasonable accommodation is not an essential function for this position.

Working Conditions:

- The position works in an office environment, utilizing office equipment such as computers, copiers/printers/fax, and telephones.
- This position is eligible for remote work of 15 hours per work week, however, will be required to attend certain meetings or events in person.
- This position requires in-state travel and may require some out-of-state travel on occasion.
- This position is eligible for remote work of 15 hours per work week, however, will be required to attend certain meetings or events in person.