

**STAFF ATTORNEY – FAIR HOUSING**

**AGENCY DESCRIPTION**  
  
Disability Rights Maryland (DRM), formerly Maryland Disability Law Center, a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people with all types of disabilities, of all ages.  
  
**JOB DESCRIPTION**  
  
The Staff Attorney will work with DRM’s Fair Housing Unit to support DRM’s advocacy for safe, decent, affordable and accessible housing for individuals with disabilities and their families. The Staff Attorney will provide legal representation (in judicial and administrative proceedings and other contexts) to individuals with disabilities who have been denied access to housing, who are facing loss of their housing or subsidy, or who require a reasonable accommodation to equally use or enjoy their housing. The Staff Attorney will investigate incidences of housing discrimination; provide legal advice and technical assistance to people with disabilities, their families and other stakeholders; support DRM’s systemic and policy work, including reviewing and commenting on regulations; and conduct outreach and education activities. This position will be supervised by the Managing Attorney of the Fair Housing Unit. The ideal candidate will share DRM’s values and commitment to the fundamental rights of people with disabilities to maintain independence and full access to the communities in which they live.  
  
**JOB RESPONSIBILITIES**  
Develop expertise in landlord-tenant law, subsidized housing laws and regulations, fair housing and other civil rights laws protecting persons with disabilities and their families, and programs to develop affordable housing.  
  
Investigate potential legal claims of people with disabilities regarding denial of housing, requests for reasonable accommodation, and other instances of housing discrimination.   
  
Provide legal advice and represent clients in judicial and administrative proceedings when housing is denied, housing subsidies are terminated, or reasonable accommodations are denied.  
  
Draft legal pleadings, testimony, comments, memoranda, letters etc., in a clear, concise and compelling manner.  
  
Work in coalitions with other legal and non-legal partners.

Manage individual case/workload in conformity with DRM priorities, policies and case management procedures; applicable professional standards and best practices; legal, ethical and other requirements.  
  
Provide legal technical assistance to people with disabilities, other legal assistance providers, and various agencies and stakeholders. Prepare training materials and deliver presentations and workshops on subsidized housing and fair housing issues facing people with disabilities.   
  
Exercise sound independent judgment in the handling of cases and all other advocacy activities. Maintain confidentiality and exercise discretion and judgment in a law firm environment.  
  
Adhere to DRM policies, practices and case management procedures in the execution of job responsibilities. Understand and follow requirements of any federal, state, or private funding sources related to assigned work. Competently utilize database and time tracking systems.  
  
Perform other appropriate duties as may be assigned. Travel throughout the State of Maryland as may be required.  
  
**MINIMUM QUALIFICATIONS**  
  
J. D. degree from an accredited law school.  
  
Licensed to practice law in Maryland or licensed in another state and willing to take steps to be admitted to the Maryland bar within twelve (12) months of beginning employment with MDLC.   
  
Experience is preferred, especially experience with people with disabilities, subsidized and affordable housing programs, Medicaid, administrative appeals, court cases, and policy and systems work such as regulatory comments, advocacy with state agencies, and working in coalitions.  
  
Ability to relate respectfully with people with disabilities.

Ability to conduct legal research, analyze complex legal issues, and execute a variety of advocacy strategies.

Ability to communicate complex legal issues clearly and effectively both orally and in writing.

Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with MDLC staff and colleagues in a team environment.

Ability to work independently and in teams, successfully manage multiple work priorities and work under deadlines.

Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy activities.

Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.

Computer literacy and proficiency with software utilized to carry out job functions.

Ability to travel within the State of Maryland.

Strong commitment to DRM’s core mission of ensuring the rights of people with disabilities to self-determination, freedom from harm, due process protections, and to participate fully in community life with meaningful choices and opportunities.  
  
**OTHER HELPFUL QUALIFICATIONS**Experience as a law clinic student intern, or in a public interest or legal services law office.

Paid or volunteer experience working directly with DRM client populations.

Ability to communicate in ASL, Spanish or another non-English language.

Life experience with disability.

Individuals with disabilities, people of color, LGBT individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.  
The salary range for this position and benefits package is competitive with other Maryland public interest law providers.

Mail cover letter with salary requirements, resume, writing sample and references to:  
  
Disability Rights Maryland

ATTN: Fair Housing Unit attorney position

1500 Union Avenue, Suite 2000

Baltimore, MD 21211

Or via email with “Staff Attorney – Fair Housing” in the subject line to: [jobs@mdlclaw.org](mailto:jobs@mdlclaw.org).

This position was announced on July 8, 2016, and priority consideration will be given to applications received by August 5, 2016.