



## **Attorney Announcement: Fair Housing and Community Inclusion**

Disability Rights Maryland (DRM) seeks a civil rights-oriented, full-time attorney to support DRM's advocacy for full community inclusion with a priority for ensuring safe, decent, stable, affordable and accessible housing for individuals with disabilities and their families. The attorney will represent clients in judicial and administrative proceedings, engage in systemic advocacy and policy work, monitor Settlement Agreements, Consent Decrees, and Voluntary Compliance Agreements, conduct outreach and education, and provide legal advice and technical assistance. While the majority of the attorney's time will be dedicated to fair housing, there may be opportunity for growth in DRM's other advocacy priorities.

Candidates who exceed the Attorney qualifications, may be considered for an Assistant Managing Attorney position. In addition to the duties of a staff attorney, an Assistant Managing Attorney is responsible for supervision, mentoring, and support of staff attorneys and advocates. Assistant Managing Attorneys ensure adherence to office policies and procedures; and assist in the preparation and submission of grant reports with other members of the leadership team.

### **Responsibilities Include:**

- Maintain active caseload representing individuals with disabilities regarding discrimination in housing and other practices that prevent integration and equity for persons with disabilities in the community;
- Along with co-counsel, monitor relief obtained by DRM on behalf of persons with disabilities in Consent Decrees, Settlement Agreements, and Voluntary Compliance Agreements and recommend enforcement action as needed;
- Under supervision of DRM's management and leadership teams, develop advocacy strategies to expand the availability of safe, decent, stable, affordable and accessible housing and promote the full inclusion of people with disabilities in community life;
- Conduct regular outreach to identify clients in need of services;
- Participate in various coalitions and task forces with clients, constituents, and community partners on matters relevant to fair housing and other civil rights for persons with disabilities;
- Engage in administrative and legislative advocacy at the local and state level; and
- Travel throughout the State of Maryland.

## **Additional Responsibilities for Assistant Managing Attorney**

- Provide supervision for attorneys and advocates;
- Ensure team's legal work reflects DRM program priorities and conforms with DRM policies, client wishes, applicable professional standards;
- Provide substantive guidance, consultation, and technical assistance to staff as needed;
- In collaboration with the DRM management team and team members ensure the development and implementation of workplans.
- Participate in the planning and execution of DRM goals and objectives, including long-range planning, legislative and administrative education and technical assistance, public and media relations, budgetary planning, and staffing;
- Assist with maintaining information necessary for grant reports, audits, applications, etc., and assist in writing and submitting required grant applications and program performance reports;
- Collaborate with external coalitions, organizations, associations, etc., to advance DRM's advocacy initiatives; and
- Perform other duties as assigned by the Managing Attorney.

## **Minimum Qualifications:**

- J.D. degree from an accredited law school; licensed to practice law in Maryland or admission to practice in Maryland after sitting for the next available Bar Exam;
- Demonstrated commitment to DRM's core mission of ensuring the civil rights of people with disabilities to self-determination, freedom from harm, due process protections, to develop physically, emotionally and intellectually, and to participate in community life, with meaningful choices and opportunities;
- Excellent organizational and project management skills;
- Excellent interpersonal and cross-cultural communication skills, ability to communicate ideas with enthusiasm to diverse audiences;
- Ability to research and analyze complex legal issues, develop and execute a variety of advocacy strategies, conduct legal research and communicate complex legal issues clearly and effectively both orally and in writing;
- Ability to work independently and to establish and maintain effective working relationships and collaborate with colleagues in a team environment;
- Demonstrated initiative and good judgment;
- Ability to successfully manage multiple work priorities and work under deadlines;
- Ability to travel within the State of Maryland.

## *Additional Qualifications for Consideration as Assistant Managing Attorney*

- Experience with supervision of attorneys and advocates in a fast-paced environment;
- Experience working on systemic advocacy, including policy initiatives and litigation;

**Preferred Qualifications:**

- 2-3 years' experience with Maryland landlord-tenant law, the Fair Housing Act, Section 504 of the Rehabilitation Act, and/or the Americans with Disabilities Act;
- Experience handling administrative appeals, representing clients in court, or working on systemic public policy issues such as commenting on proposed regulations, advocating for changes with state agencies, and working on coalitions with other legal and non-legal partners;
- Experience working directly with persons with disabilities;
- Experience with public policy advocacy and the legislative process;
- Life experience with a disability; and
- Fluency in American Sign Language or Spanish.

*Additional Preferred Qualifications for Consideration as Assistant Managing Attorney*

- An additional 2 to 3 years of experience, at least one of which is in a substantive practice area of the Fair Housing and Community Inclusion Unit including federally subsidized housing law, fair housing, non-discrimination in State and Local programs and services, non-discrimination in employment, and voting.
- Experience in Maryland State District and Circuit Courts;

**Salary and Benefits:**

The salary range for an attorney with 0-5 years' experience is \$58,451- \$63,756. The salary range for an assistant managing attorney with 5-7 years' experience is approximately \$69,756 to \$71,878.

DRM offers a generous benefit package which includes excellent medical insurance, employer-paid dental, prescription, vision, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity with employer contributions, and opportunities for telecommuting policy. DRM offers employee reimbursement for the cost of spouse or partner-paid health insurance premiums up to an established maximum amount. DRM also offers paid time off, including vacation, holidays, sick

**About Us:**

Disability Rights Maryland (DRM), a private, non-profit law firm, is a leader in disability rights and the Congressionally mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in all aspects of community life.

Our staff are collaborative, collegial and committed to the well-being of the communities we serve and one another. Our workplace is flexible and we place a high value on diversity and inclusion, both as an organization and individually.

**To Apply:**

E-mail resume, cover letter, a writing sample to [Jobs@DisabilityRightsMD.org](mailto:Jobs@DisabilityRightsMD.org) with “H/CI Attorney” in the subject line.

Applications will be reviewed on a rolling basis. Positions remain open until filled with priority given to applications received before **June 10, 2022**.

We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

DRM is an equal opportunity employer and we value diversity. People of color, individuals with disabilities, and LGBTQIA+ individuals are especially encouraged to apply.