Position Opening: ATTORNEY

Reports to: Legal Director, Systemic Reform

Position Summary:

The Attorney is responsible for day-to-day supervision of Disability Rights Rhode Island’s (DRRI) intake team and ensures the efficiency and effectiveness of DRRI’s intake process. This position also engages in casework and litigation.

The ideal candidate will excel at and enjoy legal administration, have a strong sense of compassion, litigation experience, excellent interpersonal skills, a demonstrated ability to mentor and motivate team members, a sense of humor, and a commitment to our mission.

The Attorney also provides legal representation to DRRI clients in a variety of formal and informal settings, including but not limited to meetings, administrative hearings, and state and federal court. The Attorney will provide advocacy, education, outreach, and other services related to disability issues.

Responsibilities:

- Provides oversight, planning, and strategy for DRRI’s intake unit and staff.
- Provides direct supervision to intake staff and oversight of all intake requests.
- Conducts legal analysis for intake requests, coordinates distribution of intake requests to legal staff.
- Maintains the assigned caseload providing DRRI clients with legal services including advice, counsel, and legal representation in informal and formal advocacy settings.
- Develops and maintains a working knowledge of all substantive areas of law within DRRI’s case acceptance priorities.
- Develops and maintains legal practice skills including legal research and writing, negotiation, case management, and administrative, trial, and appellate practice.
- Maintains and makes recommendations about updates, as necessary, to intake policies and procedures.
- Provides reports for the DRRI Board of Directors.
- Provides data for and drafts agency annual performance reports.
Performs other duties as required.

**Characteristics and Qualities:**

- An inclusive and transparent leadership style with demonstrated experience in strategic thinking and effective collaboration.
- Strong capability to serve as both a collaborative team leader and member.
- Strong commitment to the human, civil, and legal rights of Rhode Islanders with disabilities.
- Excellent organizational skills.
- Experience with legal strategy including litigation.
- Ability to learn complex legal and grant requirements, including case-management database.
- Clarity of communication, specifically with diverse audiences.
- Excellent listener with the ability to consider all perspectives on relevant issues.
- Extensive understanding of the disability system preferred.

**Education and Skills Requirements:**

- Graduate of accredited law school and admitted to, or eligible for admission to, the Rhode Island Bar and a member of good standing in any other jurisdiction.
- Experience in supervision and management.
- At least five years of experience as an attorney.
- Admitted to, or eligible for admission to, U.S. District Court for the District of Rhode Island, and U.S. Court of Appeals for the First Circuit.
- Commitment to the mission of the P&A and to the civil rights of all people.
- Understanding of and commitment to client directed advocacy.
- Proficiency in oral and written communication, and computer literacy.
- Ability to work with individuals from a variety of cultural backgrounds.
- Ability to maintain confidentiality and to effectively negotiate confrontational situations and stressful interactions.
- Ability to travel.

**Application Process:**

Interested candidates must submit a letter of application explaining their interest in the position and the experience they believe demonstrates their ability to contribute to the future of DRRI, a resume, and a list of three professional references, including their contact information.

Applications should be submitted by email to: mmurray@drri.org. Deadline for applications is November 1, 2023. Applications will be accepted immediately and reviewed on a rolling basis. In interested, candidates are encouraged to apply early.

Salary is commensurate with experience. DRRI provides excellent benefits, including health, vision, and dental insurance, paid sick and annual leave, and 401(K).

Applications will be handled in a confidential manner.
Equal Opportunity Employer

DRRI is an Equal Opportunity Employer. It is the policy of DRRI to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status.

DRRI encourages candidates with disabilities, women, persons of color and others who represent distinct linguistic or cultural communities to apply.

Job Type: Full-Time
Classification: Exempt