



*Breaking Barriers to Justice*

## **PUBLIC BENEFITS UNIT MANAGER —**

Land of Lincoln Legal Aid seeks a supervising attorney to represent low-income persons and provide supervision and management of our centralized Public Benefits Unit (PB) located in the Metro East (St. Clair and Madison Counties). The PBU is a centralized unit focusing exclusively on representing clients in federal and state public benefits matters. The PBU will provide direct client representation throughout our service area and work with our regional offices to strengthen our public benefits practice. Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to seeking justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

The public benefit unit manager will provide zealous representation for our clients in various public benefits matters, including Illinois Department of Employment Security appeals, Social Security Disability and SSI, and government benefit programs such as TANF, Medicare, Medicaid, SNAP, etc. They will also supervise other attorneys and staff in the public benefits unit, and work to promote our work, perform outreach and education, and develop impact advocacy strategies.

### **Responsibilities include:**

- Supervise day to day operation of Public Benefits Unit, including its staff and programs.
- Public Benefits representation throughout Land of Lincoln service territory.
- All elements of litigation including client interviewing, investigation, discovery, pleadings, briefs, and representation at administrative hearings, as well as in trial and appellate court.
- Actively participate in community outreach and education
- Build relationships with community partners
- Participate in advocacy efforts with state and national partners
- Other duties as assigned

### **Qualifications:**

- Illinois license or eligible for Illinois bar admission through reciprocity.
- Minimum five (5) years legal experience or equivalent. Legal aid experience a plus. Prior supervisory experience strongly preferred.
- Strong commitment to social and racial justice.
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds.
- Sense of humor and computer proficiency.
- Excellent verbal, analytical, writing, and organization skills; strong attention to detail.
- Ability to supervise attorneys, law students, support staff, and volunteers.
- Highly motivated and demonstrated ability to work independently or as well as part of a team

### **Special Working Conditions and Demands:**

- Applicants must have reliable transportation, valid driver's license, and car insurance.
- Applicants must have reliable broadband internet at home, capable of supporting videoconferencing.

**Compensation:** \$92,000+ with license (depending on experience). Excellent insurance and retirement benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the federal public service loan forgiveness program.

### **Please send a cover letter, resume, and writing sample to:**

Clarissa Gaff, Executive Director c/o Amanda Vivod [avivod@lincolnlegal.org](mailto:avivod@lincolnlegal.org)

**Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGQTQA+, and gender non-conforming applicants.**