



COMMITTED TO ACCESSIBLE CIVIL JUSTICE

Family Law Supervising Attorney

At DC Affordable Law Firm (DCALF), we believe everyone deserves access to justice and that income should never be a barrier to a family's receipt of high-quality legal representation. DCALF delivers accessible justice to modest-income DC residents who do not qualify for traditional sources of free civil legal services and cannot afford standard representation and fills critical gaps by using innovative programming to expand access to justice and empower lower-income community members with unmet legal needs. DCALF provides a wide-range of no-cost and low-cost family law, probate, estate planning, and immigration legal services to DC residents and individuals navigating DC legal issues. We are fiercely dedicated to leveling the playing field and ensuring historically underserved clients can tackle some of life's most daunting legal issues with a lawyer by their side.

Position Overview: DCALF seeks a Supervising Attorney who is enthusiastic about helping lead our family law practice, bolstering the work of our 20-person legal team, supporting our race equity initiatives, and fostering innovative approaches to enhance the impact and evolution of our growing organization. The Supervising Attorney will demonstrate a commitment to stewarding the growth and professional development of recent law graduates as they enter the legal profession while ensuring delivery of high-quality legal services. They will work in partnership with DCALF's leadership to drive an equitable, open, collaborative work environment, legal operations, and case management practices.

The Supervising Attorney will work as a front-line supervisor DCALF's family law practice, including the Family Law Assistance Network, and guide attorneys at regular case review meetings, provide feedback to supervisees on case strategy, filings, and other work product, and co-counsel cases as appropriate. The Supervising Attorney will model and advance client-centered and trauma-informed practices. They will also support fellows and staff attorneys on their family law and overall caseload management and performing legal consultations and screenings. The Supervising Attorney will be responsible for administrative and management tasks including ensuring timekeeping and compliance with case management and recordkeeping. The Supervising Attorney will report to the Legal Director. We are seeking to fill this position as soon as possible.

Responsibilities:

- *Supervision*
 - Act as a supervisor for DCALF's family law practice and DCALF's arm of the Family Law Assistance Network. This practice includes brief and long-term representation in the following types of cases: custody, visitation, child support, alimony, annulment, divorce, property distribution, SIJS predicate orders, and will include a combination of direct supervision of cases, fellows, staff attorneys, and other legal team members, based on organizational need.
 - Active engagement and participation in all case phases including: consultations; client counseling; internal strategy calls and opposing counsel calls; alternative dispute resolution; hearing and trial preparation, including review of hearing plans and mooted hearings; attend hearings and provide feedback; review pleadings and provide timely feedback.
 - Assess staff capacity and contribute to decisions around allocation of work to staff.
 - Case management and litigation planning support.

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- Demonstrate and counsel supervisees on effective time management skills. Monitor developments in family law and disseminate information to family law case handlers and supervisors for integration into practice.
 - Lead regular family law or general practice case rounds.
 - Assist with grant reporting, as needed.
 - Implement and ensure compliance with DCALF's evolving policies and procedures.
 - Identify and assist with resolving potential ethical issues as they arise.
 - Deliver and receive feedback to/from staff.
- *Organizational Leadership & Administration*
 - Assist organization with drafting, implementing, and upholding new and existing policies and best practices.
 - Foster growth of an inclusive and equitable workplace.
 - Monitor and enhance compliance with case management and data entry requirements. Maintain and track internal data.
 - Assist with and lead internal and external trainings, as needed.
 - Ensure staff concerns and questions are communicated to senior leadership team.
 - Serve as a DCALF representative for external stakeholder meetings, as needed.
 - Assist with family law pro bono work and pro bono mentoring, as needed.
- *Personal Workload*
 - Maintain a modest family law caseload, and co-counsel cases as necessary.
 - Participate in regular meetings with the Legal Director to review case progress and assess staff/fellow professional development.
 - Engage in regular trainings and community events to advance substantive and supervision skills, race equity initiatives, and knowledge of community legal resources.
- *Development*
 - As necessary, assist in drafting grant reports and culling data for grant applications.
 - Assist in drafting grant applications, as needed.
 - Participate in brainstorming ideas for future grants, fundraising, social media, and DCALF growth.

Qualifications:

- Membership in the DC Bar;
- Minimum of two years' experience in family law legal services;
- Minimum of two years of supervisory experience required;
- Experience in DC Superior Court;
- Leadership and decision-making skills;
- Commitment to diversity, inclusion and race equity;
- Ability to foster strong relationships with clients, colleagues, partner organizations, and government agents;
- Excellent oral and written communication skills;
- Willingness to reflect upon constructive feedback; and



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- Strong negotiation, mediation, time-management, and organization skills.

Compensation

- DCALF offers the following benefits:
- 401(k) retirement plan with 3% employer match.
- Medical insurance and elective dental and vision insurance options.
- Generous paid leave, including vacation, sick, and personal days, winter break closure (Christmas – New Year’s), Thanksgiving break, and all Federal and local holidays.
- Paid parental/family leave through the DC Paid Family Leave Program.
- Ongoing training opportunities.

Through employment with DCALF, attorneys may also be eligible for the [Loan Repayment Assistance Program \(LRAP\) offered through the DC Bar Foundation \(DCBF\)](#). The DCBF’s LRAP provides one-year, interest-free, forgivable loans of up to \$12,000 per year to qualified attorneys.

Annual salary for this position starts at \$77,000, with increases to starting salary based on years of prior supervisory experience. Staff with a demonstrated proficiency in spoken and written Spanish will receive an additional \$2,500 in annual compensation.

Work Environment: DCALF maintains a hybrid remote/in-person model. Due to the responsibilities of this position, it is paramount that the candidate come into the office or DC Superior Court with ease and regularity, approximately three days per week, consistent with DCALF policies and client or work demands. The ideal candidate for this position must maintain full-time residence in the District of Columbia, Maryland, or Virginia to facilitate ease of access to DCALF’s physical office.

Application Process: Please submit a cover letter, resume, three-page writing sample, and list of three professional references to hire@dcaffordablelaw.org with the subject line “FAMILY LAW SUPERVISING ATTORNEY, [first initial, last name].” Applications will be reviewed on a rolling basis. No calls will be accepted regarding this posting. Applications without requested materials and/or submitted to an email address or online portal other than that listed above will not be reviewed.

DC Affordable Law Firm is an equal opportunity employer. We provide equal opportunity to applicants without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, political affiliation, physical or mental disability, or other classification protected by law

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