



COMMITTED TO ACCESSIBLE
CIVIL JUSTICE

Supervising Immigration Attorney

At DC Affordable Law Firm (DCALF), we believe everyone deserves access to justice and that income should not be a barrier to a family's receipt of high-quality legal representation. DCALF was founded in 2015 to provide high quality, affordable and accessible legal services to DC residents who earn too much to qualify for traditional sources of free legal services in the District but cannot afford representation by private attorneys. DCALF fills a sizeable void in the District's civil legal services landscape as the only nonprofit legal service provider centered on the family law, probate, estate and end-of-life planning, and immigration needs of the more than 125,000 hardworking DC residents living two-to-four times above the Federal Poverty Level. Additionally, DCALF is a partner in the Family Law Assistance Network ("FLAN"), an initiative providing limited-scope family law representation and legal assistance to self-represented litigants from lower-income households. DCALF is part of an innovative access to justice movement seeking to close the civil justice gap and enhance equitable access to counsel. We are fiercely dedicated to leveling the playing field and ensuring historically underserved clients are able to tackle some of life's most daunting legal issues with a lawyer by their side.

DCALF was created through a joint venture between Georgetown University Law Center, DLA Piper, and Arent Fox, and is largely staffed by recent law graduates completing a 15-month LL.M. fellowship program. In 2021, DCALF's legal team grew by 44% thanks to a new partnership with the University of the District of Columbia David A. Clarke School of Law.

Position Overview: DCALF seeks a Supervising Attorney who is enthusiastic about leading and shaping our immigration practice, bolstering the work of our 15-person legal team, supporting our race equity initiatives, and fostering new approaches to enhance the impact and evolution of our growing organization. The Supervising Attorney must be fluent in Spanish and English. 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 and guide attorneys at regular case review meetings, provide feedback to supervisees on case strategy, filings, and other work product in addition to co-counseling cases as appropriate. The Supervising Attorney will model and advance client-centered and trauma-informed practices. They will also support fellows and supervising associates on their immigration 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. Seeking to fill this position as soon as possible.

This position is based in Washington, DC. Additional information regarding hybrid operations and expectations are outlined below.

Responsibilities:

- **Supervision**
 - Act as primary supervisor for DCALF's immigration practice. This includes representation in the following types of cases: Asylum, Special Immigrant Juvenile Status, U-Visas, T-Visas, VAWA, adjustment of status, and naturalizations.
 - Supervise, train and support junior supervising attorneys.

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- Active engagement and participation in all case phases as appropriate including: consultations; client counseling; internal strategizing calls and opposing counsel calls; alternative dispute resolution; hearing and trial preparation by reviewing hearing plans and mooted hearings; attend hearings and provide feedback; review pleadings and provide timely feedback.
 - Assess fellow capacity and contribute to decisions around allocation of work to fellows.
 - Case management and litigation planning support.
 - Time management advice and modeling effective time management skills.
 - Monitor developments in immigration law and disseminate information to fellows for integration in to practice.
 - Lead regular immigration case rounds.
 - Implement and ensure compliance with DCALF's evolving policies and procedures.
 - Identify and assist with resolving potential ethical issues as they arise.
 - Identify trainings of benefit to fellows.
 - Deliver and receive feedback to/from fellows.
- **Mentoring**
 - Be available to answer fellows' questions relating to general legal practice, case work, work-life balance and administrative tasks.
 - Direct fellows to relevant resources, as appropriate.
- **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, and provide training and guidance on DCALF systems. Maintain and track internal data.
 - Ensure staff concerns and questions are communicated to senior leadership team.
- **Personal workload**
 - Maintain a modest caseload, and co-counsel as necessary, appearing before EOIR, Asylum Office and DC Superior Court.
 - Participate in regular meetings with the Legal Director to review case progress and assess 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**
 - 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.



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- **Qualifications:**

- Membership or eligibility for membership in the DC Bar;
- Minimum of five years of experience in immigration legal services;
- Minimum of three years of supervision in legal services;
- Experience before the asylum office, EOIR and USCIS;
- Spanish fluency;
- 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.

Compensation

Salary range of \$75,000 - \$83,000 annually, consistent with experience. DCALF offers a DCALF offers a 401(K) retirement plan with 3% match (match takes effect January 2023), medical insurance, and elective dental and vision insurance options. Through employment with DCALF, Supervising Attorneys are also eligible to avail themselves of the Loan Repayment Assistance Program offered through the DC Bar Foundation (DCBF). The DCBF's Loan Repayment Assistance Programs provides one-year, interest-free, forgivable loads of up to \$12,000 per year to qualified attorneys. More information on the DCBF Loan Repayment Assistance Program can be found at: <https://www.dcbf.org/lrap>. DCALF provides the following paid time off: 10 days of vacation, 3 personal days, unlimited sick leave, all Federal and local holidays, and winter break closure. DCALF also provides family and medical leave.

COVID-19 Considerations

Vaccine Requirement

DCALF staff must be fully vaccinated against COVID-19 and comply with all CDC-booster recommendations as a condition of employment, unless allowed an accommodation consistent with applicable law. Proof of vaccination is required for employment.

Work Environment

DCALF is currently working in a hybrid remote/in-person model. Due to the responsibilities of this position, it is paramount that the candidate come into the office with ease and regularity, approximately 3-4 days/week, consistent with evolving DCALF policies. Due to the evolving nature of the pandemic, our COVID-19 policies are also subject to change.

The ideal candidate for this position should maintain full-time residence in the District of Columbia, Maryland, or Virginia to facilitate ease of access to DCALF's physical office.

Application Process

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- Please submit a cover letter specifically addressing position requirements listed above, resume, five-page writing sample, and list of three references to info@dcaffordablelaw.org with the subject line “**Immigration Supervising Attorney, [First and Last Name].**” No calls accepted regarding this posting. Applications will be reviewed on a rolling basis.

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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