

Job Announcement – For Posting Only

MINNESOTA – SUPERVISING ATTORNEY for  
DISABILITY GRANT

**POSITION:** Mid-Minnesota Legal Aid’s Minnesota Disability Law Center seeks a full-time Supervising Attorney for its federal Representative Payee Grant, funded by the Social Security Administration, in its Minneapolis office. MMLA is the designated Protection and Advocacy entity in Minnesota and provides free civil legal representation to people with disabilities throughout the State. The Supervising Attorney will direct the work of 2-3 attorneys/advocates and participate in a program to monitor and investigate the performance of Social Security representative payees across the state. The Supervising Attorney will be responsible for communicating with and reporting to the federal grantor. The position will also work with the Minnesota Disability Law Center’s deputy director and other supervising attorneys to lead work throughout the state.

**RESPONSIBILITIES:** Responsibilities include supervision of legal work, grant management and reporting, work planning, and evaluation of the representative payee grant staff. The supervising attorney also carries a case load of carrying out site visits, investigations, and writing reports under the grant. Duties include community outreach and community education.

**QUALIFICATIONS:** Applicants must have at least three years of practice. Experience in disability rights, legal service work, or equivalent general practice, is preferred. Experience supervising, teaching, and/or mentoring others is desirable. Applicants must be licensed in Minnesota or eligible for admission by reciprocity. Applicants must be able to pass a federal suitability clearance after hiring. Proficiency using Microsoft Windows and Office is required.

Applicants must have a demonstrated interest in and commitment to the needs of people with disabilities. Leadership and team skills are essential. Excellent communication, analytical, and writing skills are required. Diverse economic, social, or cultural experiences and relevant language skills are a plus.

**SALARY:** Based upon experience and the MMLA salary schedule. Benefits include vacation, sick leave, family medical, life, short-term disability and long-term disability insurance.

**STARTING DATE:** August 2018.

**APPLICATIONS:** Submit cover letter, resume, three job-related references, and a writing sample online at: [www.mylegalaid.org/jobs](http://www.mylegalaid.org/jobs) by June 22, 2018, or until position is filled.

No calls please.

MMLA is an equal opportunity/affirmative action employer.