

# Tennessee Alliance for Legal Services



Strengthening the Delivery of Civil Legal Help to Vulnerable Tennesseans

[www.tals.org](http://www.tals.org)

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## Legal Director position open at TALS' partner organization, Disability Rights Tennessee.

### Legal Director

#### **Position Overview:**

The Legal Director reports to and is responsible to the Executive Director. This is an exempt professional position.

#### **Responsibilities:**

##### **Leadership:**

Act as the agency's deputy director by participating in the Executive Team with the Executive Director and by functioning as Acting Director when the Executive Director is absent or otherwise unavailable

Advise the agency on legal decisions and review contracts and other legal documents on behalf of the agency

Participate in overall agency leadership as a member of the Steering Committee and Management Team

Participate in annual development of our areas of work

With the Steering Committee, establish program benchmarks and recommend improvements; develop standards for reporting, accountability, and measuring success; and make program development recommendations to the Executive Director

Develop and implement innovative methods that maximize the strength of agency resources and successfully address agency mission and grant requirements

With the Management Team, make innovative recommendations for fiscal and human resource policy to the Director of Finance/Human Resources

Participate in planning and applying for agency fund diversification including grant writing and other fund development activities

Meet with auditors to review case files  
Review and sign AP and other checks

**Legal Team Management:**

Day-to-day leadership and oversight of the agency's legal work and legal team members  
Regular leadership and oversight of the agency's advocacy work through supervision of the agency's attorneys and coordination with the Directors of Advocacy  
Participate in regular case reviews with all attorneys  
Engage in legal work on behalf of clients and the agency

File and oversee impact litigation  
Conduct annual job performance reviews and assist with the development of professional development plans with team members  
Work with the Executive Director to recruit and hire legal team members  
Oversee orientation and training of new team members  
Review and respond to complaints regarding intake and case services  
Assist the Senior Disability Rights Attorney with recruitment and oversight of our intern and pro bono programs  
Assist the Intake Director/Disability Rights Attorney with recruitment and oversight of our Intake team  
Review timesheets and expense reports of legal team members

**Disability Discrimination Area**

Review select disability discrimination I/Rs and approve opening cases; provide input as needed to the Disability Rights Attorney reviewing effective communication I/Rs  
Represent clients in the area of disability discrimination  
File impact litigation in the area of disability discrimination  
At the Legal Director's discretion, he/she may also represent clients and file impact litigation for issues that fall within other DRT Areas of Work

**Program Development and Evaluation:**

Provide quality assurance monitoring of agency programs  
Participate as appropriate in agency taskforces

**Community Involvement and Systemic Advocacy:**

Participate in local, state, and national councils, boards, committees, etc. to address identified program issues and concerns  
Cultivate and maintains collaborative working relationships with other agencies and organizations in the disability rights field  
Participate in projects that address systemic issues which fall under program areas of work  
Assist Public Policy Advisor as needed with providing recommendations to applicable state departments, facilities, and state or federal entities that are involved with individuals with disabilities.  
Assist with planning staff development activities and participates in professional development  
Collaborate with the Community Relations team as needed to develop content for newsletter articles, social media, annual report, and other publications as well as live and recorded video

and audio content

Perform related tasks consistent with skills and abilities and general responsibilities as may be assigned by the Executive Director.

**Qualifications:**

**Education and Experience:**

Juris Doctorate degree from an accredited law school or other law school approved by Tennessee Supreme Court

Active Tennessee law license

A minimum of 5 calendar years of experience handling disability rights litigation including multiparty or class litigation

Strong preference for applicants who have practiced law at a Protection & Advocacy agency

**Skills and Abilities:**

Sound professional judgment

Excellent critical thinking and evaluation skills

Oral and written communication competency with attention to detail

Foundational leadership skills

Understanding of human resource management and evaluation

Exceptional time management and organizational skills

Computer and word processing proficiency

Ability to travel as needed

Ability to easily integrate new technology into work environment

Ability to facilitate communication within teams and participate effectively as a member in teams

Demonstrated commitment to the mission of DRT through professional presentation

**To apply, submit resume, cover letter, and legal writing sample to Lisa Primm at [lisap@disabilityrightstn.org](mailto:lisap@disabilityrightstn.org) by Friday, February 21, 2020.**

Disability Rights Tennessee (DRT) is an equal opportunity employer and is committed to making all personnel decisions without regard to age, race, creed, religion, color, sex/gender, national origin, disability, marital status, citizenship, pregnancy, gender identity, sexual orientation, veteran status, domestic violence victim status, genetic predisposition, or any other status protected by law.

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<http://www.tals.org/node/1074/legal-director-position-open-tals'-partner-organization-disability-rights-tennessee>

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