POSITION NOTICE

Unit Manager

Veterans Legal Services Unit

Posted June 2023: Open Until Filled

Charlotte Center for Legal Advocacy, non-profit provider of civil legal assistance to low-income persons in Charlotte region, seeks a Unit Manager to represent veterans in matters before the U.S. Department of Veterans Affairs (VA), U.S. Court of Appeals for Veterans Claims (CAVC), and military discharge review boards. See attached program description for case types and other information. See attached program description for case types and other information.

The Advocacy Center is committed to aggressive advocacy on behalf of low-income people in many areas of law and in all forums in which their rights and interests are determined. Center attorneys give legal advice, represent individual low-income clients in state and federal courts and administrative agencies, provide community legal education, participate in community events, assist other agencies serving low-income people and engage in class action litigation and in legislative, administrative and other systemic advocacy projects and activities. The Center is funded by grants from federal, state and local government agencies, United Way of Central Carolinas, private foundations, individual contributions, and client fees but receives no Legal Services Corporation funds. More information about the Advocacy Center is at: www.charlottelegaladvocacy.org.

Qualifications

• VA accreditation and admission to practice before the CAVC required;
• Access to the Veterans Benefits Management System
• Three years of legal experience representing Veterans before U.S. Department of Veterans Affairs (VA);
• Litigation and administrative appeals experience area, preferably within legal services;
• Demonstrated ability to supervise other employees;
• NC Bar license, eligible for comity or to take the NC Bar exam;
• Strong leadership qualities;
• Demonstrated commitment to the underserved populations;
• Strong communication and analytical ability;
• Ability to travel to and from community partner sites in Metro Charlotte; and
• Strong interest in both individual and systemic advocacy, self-motivated, creative and dependable;

Responsibilities. Assist the Veteran Legal Service Unit Director with the following duties, as assigned by the Director:

1. Staff Attorney Functions. Perform each of the duties of a staff attorney but may handle a reduced caseload as necessary to permit fulfilling the duties set out below.

2. Supervise Veteran Legal Service Unit advocates performing legal work including attorneys, paralegals, interns, law students and volunteers; make appropriate case assignments to ensure proper caseloads; review and approve case closings; review important correspondence, briefs, pleadings, and other documents before final; conduct periodic staff evaluations as required by personnel policy; coordinate staff and volunteer orientation and training in this project; help determine if informal assistance, co-counseling, formal training or any other supervision and training is appropriate and, if so, determine and provide necessary support; ensure that advocates have sufficient resources available to them to practice in a program area, including maintenance of a specialty library and other appropriate materials or resources; and such other supervision as is necessary.

3. Community Education and Outreach. Assist in development and implementation of community legal education and outreach activities for the Veteran Legal Service Unit; coordinate with other programs and administrative staff.
Start Date
Position available beginning immediately.

Classification
Full time, annual salary $57,900, depending on experience; generous leave and benefits.

Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, a minimum of 11 paid holidays, and 100% employer-paid professional liability.

To Apply send all of the following:
(1) a detailed letter explaining your qualifications for and interest in this specific position;
(2) bar status;
(4) a resume;
(5) a writing sample; and
(6) names and telephone numbers of two references to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to careers@charlottelegaladvocacy.org or by mail to PO Box 25558, Charlotte, NC 28229-5558, email is preferred. Form letters and inquiries not containing this information will not be considered. If you need accommodations for the application process or any aspect of this position, please contact careers@charlottelegaladvocacy.org.

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Kirsten Morris at julia.lanham@charlottelegaladvocacy.org.

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
The Veterans Legal Service Unit serves low-income veterans and their families in Mecklenburg, Cabarrus and Union Counties who are seeking help with disability benefits claims and appeals, discharge upgrades and over-payment issues, as well as additional civil legal matters, at little or no cost.

Veterans Legal Service Unit Staff Attorney responsibilities:

- Develop broad legal expertise in Veteran legal issues;
- Interview and counsel clients;
- Conduct research, review medical records, and evaluate claims based on merit;
- Draft and file briefs and complaints, as well as engage in mediation and negotiation to satisfactorily resolve clients’ legal issues;
- Assist and/or represents Veterans with disability claims and appeals, VA pension claims and appeals, dependent VA benefit claims and appeals; discharge upgrades, over-payment issues, and additional civil legal issues unrelated to military service;
- Work effectively as part of a team that includes attorneys, paralegals, support staff, volunteers, and interns;
- Regularly participate in clinics, workshops, and community outreach projects;
- Travel to and from community partner sites in Charlotte Metro region, i.e. VA Medical Center.

Case types.

- Veteran disability claims and appeals
- VA pension claims and appeals
- Dependent VA benefit claims and appeals
- Discharge upgrades
- Over-payment issues
- Additional civil legal issues unrelated to military service

Benefit claims often take significant time and effort to resolve, and cases may also involve complex procedures and evidence that require assistance to fully understand. Charlotte Center for Legal Advocacy is dedicated to providing veterans with the aid that is needed to build security for themselves and their families.