



**charlotte center**  
for **legal advocacy**

justice lives here.

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# Attorney/Unit Manager: Veterans Legal Service Unit

Full-Time

## WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in the 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. More information about the Advocacy Center can be found at our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

## ROLE:

The Unit Manager is directly responsible for supervising Veteran Legal Service Unit advocates performing legal work including attorneys, paralegals, interns, law students and volunteers; making appropriate case assignments to ensure proper caseloads; reviewing and approving case closings; reviewing important correspondence, briefs, pleadings, and other documents before final; conducting period case/work reviews of each advocate on a monthly basis; conducting periodic staff evaluations as required by personnel policy; coordinating staff and volunteer orientation and training in this project; helping determine if informal assistance, co-counseling, formal training or any other supervision and training is appropriate and, if so, determining and providing necessary support; ensuring 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.

## RESPONSIBILITIES:

- 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.
- 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.

## **KNOWLEDGE AND SKILL REQUIREMENTS:**

- 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;

## **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

## **SALARY:**

This position is a full-time, salary, exempt position. The annual salary range begins at \$57,900 and may vary depending upon experience and skills.

## **REPORTS TO:**

The Veterans Legal Services Unit Manager will report to the Senior Attorney, Veterans Legal Services Unit.

## **BENEFITS:**

The 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, 12 paid holidays, and 100% employer-paid professional liability.

## **REASONABLE ACCOMMODATION:**

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 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 Julia Lanham at [julia.lanham@charlottelegaladvocacy.org](mailto:julia.lanham@charlottelegaladvocacy.org).

## **EQUAL OPPORTUNITY EMPLOYER:**

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 reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **APPLY:**

Applicants should send a resume and cover letter to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.