



JOB DESCRIPTION

Job Title:	Equal Justice Works Fellow – Staff Attorney	CBA Classification:	Exempt Category 3
Reports To:	Supervising Attorney	FLSA:	Exempt
Department/Program:	Services/Legal	Union Position:	Yes
Hours:	Monday through Fridays (including some evening and weekend work as necessary)	Employee Type:	Full-Time
CASA Location:	Based at the Silver Spring Workers Center, visiting all CASA centers. Primary site may change according to CASA needs.	Last Update:	July 2022

CASA & CASA IN ACTION SYNOPSIS:

CASA’s mission is to create a more just society by building power and improving the quality of life in working class and immigrant communities. Our vision is a future where we stand in our own power, our families live free from discrimination and fear, and our diverse communities thrive as we work with our partners to achieve full human rights for all. CASA has a sister organization, CASA in Action, a separate, but related, nonprofit organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Although CASA and CASA in Action share a common goal of supporting immigrants and low-income people in Maryland, Pennsylvania, and Virginia, they are separate organizations with their own board of directors. A set of employees at the two organizations, including the person filling this position, shares their time between the two organizations. This has no effect on salary or benefits.

DEPARTMENT SYNOPSIS:

The legal program at CASA operates under the principles of Justice is the goal, law is a means. It’s a marathon, not a sprint. We endeavor to find the most creative strategies to combat the abuses and injustices identified by our constituents. We value justice in the largest sense possible, not only one person at a time legal solutions, but broad, transformative solutions created in combination with immigrant leaders, CASA organizers and other staff, other local and national organizations and direct service staff. We value our time and believe that through hard and sustained effort is often required, real rest is also necessary for creativity, stamina and “a life,” however defined.

POSITION SUMMARY:

CASA has been selected by Equal Justice Works as an implementing partner of Equal Justice Works’ Housing Justice Program. Equal Justice Works is the nation’s largest facilitator of opportunities in public interest law. The [Equal Justice Works Housing Justice Program](#) is a program comprised of Attorney Fellows and Organizer Fellows who, over the course of a two-year fellowship term, will be part of a targeted initiative to address the justice gap in Maryland through responsive, context-specific innovations and interventions focused on housing justice. Specifically, Attorney Fellows and Organizer Fellows will serve at CASA to fight a variety of injustices related to housing instability and involuntary displacement in Maryland, particularly due to eviction.

An [Equal Justice Works Fellowship](#) is an opportunity to transform your passion for equal justice into a career. As a Housing Justice Program Fellow, you will be part of a prestigious program that, since its inception in 2019 in Virginia, has successfully improved housing stability in served communities by preventing more than 4,000 tenants from being evicted and conducting education and outreach efforts for more than 40,000 people. Most critically, former Fellows of the Housing Justice Program helped generate momentum for tenants to have the right to be represented by counsel in housing cases – a legal right to counsel – something that seemed inconceivable in Virginia just two years ago. Building on the success of Fellows in Virginia, Equal Justice Works is expanding the Housing Justice Program to Maryland.



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As a Fellow, you will develop experience and skills to be a leader in social justice while promoting tenant protections and working directly with households experiencing housing instability. As a cohort, Fellows are expected to actively participate in peer-to-peer learning and required trainings delivered by Equal Justice Works and training partners throughout the year. In addition, Fellows will attend Equal Justice Works' Leadership Development Training in October 2022 and 2023.

The selected Fellow will be employed by CASA to fulfill all fellowship duties at a local and/or state level. The Fellow will report to CASA's Supervising Attorney for day-to-day supervision, mentoring, and performance evaluation.

ESSENTIAL RESPONSIBILITIES:

Direct Legal Work

- Provide direct legal services addressing civil legal issues that arise from housing instability for low-income households, especially in eviction and wrongful detainer cases – legal screening, advice, brief service, full-scope representation, and pro bono assistance through legal clinics and referrals.
- Provide brief legal services, including intake, advice and referrals, to CASA members in housing cases
- Oversee and provide legal orientation, counseling and education regarding a range of legal issues, including: poor housing conditions, illegal evictions, retaliation, race and national origin discrimination, consumer-rights violations, immigration-related issues and other legal problems faced by members of the low-income immigrant community.
- Assist with affirmative litigation on cases that directly support tenants' housing stability, including security deposit return, breach of contract, warranty of habitability, and consumer protection statutes.

Strategic Work with Organizers

- Support legal needs of the Organizing department, including by: providing legal consultations and direct representation to members of CASA organizing committees; responding to urgent situations such as impending evictions of CASA members; collaborating on achieving campaign objectives described below; and other support at needed.
- Co-counsel with other legal services providers or pro-bono counsel to pursue impact litigation.
- Engage in advocacy and community organizing efforts and campaigns for improved laws affecting members of the low-income immigrant community at local, state and federal level by drafting legislation, presenting testimony, organizing hearings and lobbying.
- Build key stakeholder relationships in furtherance of the Fellowship objectives; creating, fostering, and cultivating partnerships among legal services providers, tenants' associations, community social services providers, and other community-based entities.
- Strategizing, planning and conducting training and outreach to communities and community organizations in furtherance of housing stability and affordability for low-income community members; engaging in peer-to-peer learning with other Equal Justice Works Housing Justice Program Fellows.

Outreach/Popular Education

- Engage in education and outreach through "know your rights" presentations on issues such as housing rights and immigration rights for CASA members and the general community.
- Design and disseminate legal education materials and facilitate "training of trainers" workshops in which organizers and CASA members are trained to reach out to others to inform them of their rights.
- Identify clients to participate in public, organized campaigns and to speak with media.



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Administrative/Fellowship Work

- Complete ongoing data entry in a timely manner. Engage in an annual planning process to develop and execute an individual work plan, evaluating and providing feedback on plans as the year progresses.
- Provide detailed information regarding work including case examples, case profiles, and statistics for regular reporting deadlines and other purposes as needed.
- Work to improve and grow relationships with private bar and external organizations to leverage greater pro bono and other support.
- Actively contribute to and participate in Housing Justice Program cohort activities (resource exchanges; mandatory webinars and conference calls; and training events, including Equal Justice Works Leadership Development Training in fall 2022 and 2023).

EDUCATION/CERTIFICATION/LICENSURE:

- Admitted to practice law in MD or ability to be admitted
- Valid US Driver's License and a reliable vehicle

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bilingual English/Spanish (strongly preferred)
- Strong communication skills
- Strong professional client management skills
- Commitment to social justice
- Excellent writing, communication, interpersonal, and organizational skills
- Strong oral and negotiation skills, and the ability to work as a team member
- Prior experience in managing independent projects or assignments
- Experience with delivering training and presentations a plus
- Diverse economic, social and cultural experiences
- Law school clinic, externship, summer, or other relevant practice experience
- Knowledge of housing benefits law and/or experience with housing and benefits agencies
- An ability to work collaboratively in a multidisciplinary setting to facilitate a coordinated community response and provide holistic services to clients

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; lift, carry, reach push or pull objects; climb, balance, stoop, kneel, crouch, crawl; handling, feeling or grasping.

The employee is occasionally required to stand or walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. When it comes to physical strength the employee will rarely perform heavy or medium work.

While performing the duties of this Job, the employee is rarely exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.



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ADA: CASA will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

OSHA: A Staff Attorney is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

This is a union position, represented in collective bargaining by a Collective Bargaining Agreement with the Communication Workers of America, Local WBNG 32035 - Communication Workers of America (CWA). If you are offered and accept this position, you will be invited to become a member of the union. All bargaining unit positions require membership or agency fee payer status.

CASA, Inc. and CASA in Action do not discriminate on the basis of race, color, creed, religion, gender identity, sexual orientation, gender identity, age, mental or physical disability, ancestry, marital status and national origin.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

CASA has implemented a mandatory vaccination policy effective June 2, 2021 requiring COVID-19 vaccination(s) for all employees and prospective employees, AmeriCorps members, and paid or non-paid internships. In accordance with CASA's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees, AmeriCorps members and interns, and their families, CASA members and visitors, and the community at large from infectious diseases that may be reduced by vaccinations. In making this decision, the executive leadership team reviewed recommendations from the Centers for Disease Control and Prevention, the Advisory Committee on Immunization Practices, CASA's Legal Counsel and local health officials. All prospective employees will be required to provide proof of COVID-19 vaccination or appropriate medical/religious accommodation documentation prior to the first day of employment with CASA. AmeriCorps member candidates will be required to provide proof of COVID-19 vaccination or appropriate medical/religious accommodation documentation at the time of presenting proof of citizenship and SSN eligibility.

TO APPLY FOR THIS POSITION:

Please apply here via this link: [Equal Justice Works Fellow - Staff Attorney](#). This position remains open until filled. Applications will be reviewed on a rolling basis.

If you have any questions about the position or the application process, please email Nick Katz at nkatz@wearecasa.org.