

Staff Attorney Fellow

Houston Volunteer Lawyers, the pro bono service arm of the Houston Bar Association, is seeking a full-time staff attorney to assist in providing legal aid to low-income individuals with legal issues caused by or related to Hurricane Harvey. This is a two-year fellowship position through Equal Justice Works. The mission of HVL is to provide free legal services to low-income people in Harris County and to promote volunteerism among lawyers.

HVL's Hurricane Harvey Recovery Project will focus on providing legal service to clients regarding disaster-related Hurricane Harvey issues. Disaster-related issues may include but are not limited to:

- Landlord-tenant matters
- Clearing title to real estate or mobile homes
- Avoiding foreclosure
- Resolving insurance or other consumer disputes
- Replacing identification or immigration documents, or important documents such as wills or powers of attorney
- Other disaster-related litigation

PRIMARY RESPONSIBILITIES

- Meet with and interview clients facing issues related to Hurricane Harvey.
- Staff regular legal advice clinics, which includes conducting legal intake interviews with applicants and mentoring volunteer attorneys who are also conducting legal intake interviews.
- Review client applications for eligibility in accordance with HVL policies and priorities.
- Prepare cases for referral to volunteer attorneys, which includes, but not limited to, interviewing the client, drafting a summary of the facts, and drafting a summary of the work required.
- Provide direct legal assistance to clients when necessary. This may include serving as a back-up when volunteer attorneys are not available.
- Provide substantive mentoring to volunteer attorneys who are providing direct legal assistance to clients, including troubleshooting matters.
- Perform other outreach and education duties, or tasks as assigned by the Supervising Attorney, Legal Director, or Executive Director.
- Coordinate with the lead Equal Justice Works fellow for the Houston area.

QUALIFICATIONS

Minimum:

- Licensed to practice law in the state of Texas.
- A valid driver's license and willingness to travel.
- Strong legal skills, both written and oral

- Strong computer skills
- Demonstrated commitment to public service preferred
- Strong communication skills
- Skilled in interviewing, assessment, problem solving and negotiation
- Ability to work well under pressure and make decisions quickly
- Excellent management and organizational skills
- Must be able to work independently, while being an energetic, motivated, team player
- Must be able to work in a co-working space

Preferred:

- Preference given to those persons fluent in Spanish, Chinese or Vietnamese.

Position is for a two-year fellowship. Salary starts at \$55,000 and is based on experience. Benefits include employer-paid monthly parking, health, dental, and vision insurance, disability and life insurance, 401(k), and reimbursed travel expenses. Additional benefits as an Equal Justice Works fellow include attendance at 3-Day Leadership Development Training and Equal Justice Conference, loan repayment assistance, and additional support.

Required travel 25%, including some evenings and weekends, no overnight. Some minimal lifting required, up to 25 lbs. Fellows will attend two conferences during the year.

Interested candidates should send a resume and cover letter to resumes@hvlp.org, subject: Harvey Staff Attorney.