



**Maryland Volunteer Lawyers Service
Baltimore, Maryland**

**Adult Guardianship Program Staff Attorney
(Part-time, non-exempt)**

Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. The mission of MVLS is to remove barriers to justice through free civil legal help, community engagement, and advocacy for equitable laws. Our vision is for a fair legal system that is free of injustice and equitably serves underrepresented Marylanders. We achieve this goal primarily through our core pro bono program and more targeted programs that serve specialized legal needs. For more program information, visit our website: www.mvlslaw.org.

The Adult Guardianship Program serves low-income disabled adults in Baltimore City and Baltimore County under a multi-year contract with the Maryland Department of Human Services, Legal Services Program. Our Adult Guardianship Program serves more than 400 disabled adults annually.

MVLS' core values are teamwork, passion for MVLS's mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. MVLS is committed to fostering an inclusive culture in the workplace. Our work to end barriers to justice starts with increasing the racial diversity of our staff to better reflect the communities we serve.

Job Responsibilities:

- Represent indigent alleged disabled adults at guardianship proceedings in the Circuit Courts for Baltimore City and Baltimore County.
- Represent disabled adults at monthly review board (APGRB) hearings in Baltimore City and Baltimore County.
- Duties include: drafting documents; meeting with clients; meeting with caregivers; reviewing medical records; reviewing social summaries prepared by social workers; conferring with consultants; assessing the adequacy of care; and advocating for clients.
- Job involves regular travel to visit clients at hospitals, assisted living facilities, nursing homes, and adult day care programs throughout the Greater Baltimore metropolitan area.
- Other duties as assigned by the Program Manager.

Job Skills:

- Strong advocacy skills, both written and oral.
- Strong time management and organizational skills.

- Ability to work with a diverse client population, including the elderly, intellectually impaired, developmentally disabled, and mentally ill adults.
- Ability to collaborate with government agencies, care providers, medical personnel, and other community agencies.
- Ability to identify and resolve problems quickly.
- Ability to work both independently and with a team.

Experience & Education:

- J.D. from an accredited law school.
- Must be admitted to practice law in Maryland and be in good standing.
- Preferred 3 years professional experience in guardianship law. Professional experience in related fields will be considered.
- Strong computer skills, including Microsoft Office Suite and familiarity with case management software.
- Demonstrated commitment through work experience, lived experience or volunteer experience to communities, such as: Children, Domestic workers, Economically disadvantaged people, Immigrants and refugees, Incarcerated and formerly incarcerated people, LGBTQ people, People of color, People with disabilities, People with HIV/AIDS, Sex workers, Victims of crime and abuse, and Women and girls.

Criminal Background Check:

The State of Maryland requires that all employees who work on this contract have a clean criminal record. Therefore, MVLS will request any successful applicant to undergo a criminal background check, at the expense of MVLS.

Compensation:

Compensation is \$38 per hour with an expected minimum hourly commitment of 23 hours per week. Employee will also receive generous benefits, including paid health insurance (individual coverage) including vision and dental, retirement plan with employer match, annual and paid sick leave, commuter benefit, and more. Additional hours may be required from time to time. This position has the potential to grow into a full-time position, depending on program caseload.

Hiring & Interview Process

Please write "APGRB Staff Attorney" in e-mail subject line, attach a cover letter, resume, and a writing sample. Send your email to ystone@mvslaw.org by 4 weeks from when application is posted. Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.

Please, no telephone calls.

This application was posted on May 9, 2022. MVLS generally begins scheduling interviews after the four week application window has ended. Initial interviews with the hiring committee are scheduled for 45 minutes. For advancing candidates, a second 60 minute interview is held with the hiring committee and the Executive Director. Interview questions are provided in advance. Reference checks are made for final candidates. The interview process generally takes about four weeks.

MVLS is an equal opportunity employer. MVLS does not discriminate against any applicant for employment or any employee on the basis of race, nationality, ethnicity, age, religion, disability status, sex assigned at birth, gender identity, gender presentation, sexual orientation, or immigration status.