



**Job Title:** Supervising Attorney, Denver Housing Unit

**Location:** Denver, CO

**Classification:** Exempt

**Reports To:** Director of Advocacy

**Salary Range:** 69,940 - \$109,980 (Commensurate with experience)

**Organization Overview:**

Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, public benefits, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities—one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

**Position Summary:**

The Denver Housing Unit Supervising Attorney leads the Denver Housing Unit staff of approximately 25, including attorneys and paralegals, to address the legal needs of low-income individuals, to ensure housing stability and to prevent homelessness in Colorado. The Unit advocates strategically, thoughtfully, and in collaboration with partners and stakeholders throughout the metro area. CLS seeks a dynamic leader to step into this role.

**Essential Duties:**

- Serve as the visionary for the unit, guiding the unit through a period of transition and into a stable, effective future based on strategic planning and shorter- and longer-range goal setting
- Cultivate a unit culture that supports the unit staff while holding the team to CLS’s high expectations of performance
- Directly supervise Assistant Supervising Attorneys (ASAs) and the Paralegal/Intake Supervisor, including with performance evaluation and employee coaching
- Supervise and guide the legal work of the unit, in collaboration with CLS Senior Leadership and the unit’s Assistant Supervising Attorneys
- Motivate staff, providing support and mentorship
- Co-develop housing unit goals and workplans to achieve those goals
- Oversee and assist in unit staff training and professional development
- Lead and coordinate systemic housing work and community outreach with external and internal stakeholders



- Participate in the hiring of unit members and lead the hiring of unit leadership, including Assistant Supervising Attorneys, as necessary
- Support and collaborate with the ASAs regarding staff workload, client relations, and interpersonal conflict, making recommendations for performance improvements and/or disciplinary action consistent with the terms of CLS' Collective Bargaining Agreement (the document supporting unionized staff)
- Handle small caseload, as appropriate
- Supervise and guide occasional legislative and administrative advocacy, in collaboration with Senior Leadership and consistent with the Legal Services Corporation (LSC) regulations and CLS policies
- Assist with grant management activities
- Complete or delegate administrative tasks such as approving leave requests and reviewing timesheets and requests for reimbursement; and
- Other relevant duties as requested by Senior Leadership.

**Required Qualifications:**

This position requires a license to practice law in the State of Colorado, or ability to waive into the Colorado Bar. Five or more years' experience as a legal services attorney is preferred, including experience in working with low-income and/or hard-to-reach people from a variety of backgrounds, and with a commitment to working with diverse populations. Excellent interpersonal, communication and management skills are all desired.

A working knowledge of Microsoft Office and the Colorado social and legal services landscape will be essential.

**Preferred Qualifications:**

Prior supervisory or administrative experience with a legal services program or a law office is desirable. Knowledge of residential landlord/tenant law is a plus.

**Compensation and Benefits:**

CLS offers a generous plan that includes 100% employer paid premiums for employee health, dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for spouse/dependents, based on a sliding scale. CLS also offers Dependent Care and Medical Flexible spending accounts, a 403(b) retirement account, and an Employee Assistance Program (EAP). Additionally, CLS offers a \$350.00 monthly stipend (to be used as you choose), generous paid time-off and 12.5 paid holidays per year. CLS values its employees' commitment to working hard for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We promote and foster a diverse, inclusive, equitable, and psychologically safe work environment, striving to be a "Best Place to Work" in Colorado.

**How to Apply:**

Please email a copy of your resume and cover letter to [hire@colegalserv.org](mailto:hire@colegalserv.org). Please include **Supervising Attorney – Denver Housing Unit** in the subject line.



**Note:** Please mention how you heard about the job announcement in your email.

Please no solicitations from recruitment firms.

**Our Commitment to Diversity, Equity, Inclusion, and Belonging:**

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer. We are committed to building and retaining a workforce that respects and empowers each individual and represents a variety of diverse cultures, perspectives, skills, and experiences. We encourage all qualified candidates to apply for this position.