

**JOB DESCRIPTION**

<b>TITLE</b>	<b>Medical Legal Partnership Managing Attorney</b>
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Managing Attorney

**BROAD PURPOSE**

DNA-People's Legal Services (DNA) is a public interest, not-for-profit law firm dedicated to assuring equal access to justice in civil matters for low-income Native Americans, Arizonans and New Mexicans. We are a recognized national leader in the deployment of innovative service models, having led the implementation of Medical-Legal Partnerships in rural community health centers across the Navajo Nation and throughout Indian country.

DNA is seeking a Medical Legal-Partnership (MLP) Managing Attorney based out of the Farmington, NM office. The MLP Managing Attorney will be responsible for the management, oversight and expansion of Four Corners Legal Care (the MLPs throughout the Navajo Nation) and off reservation MLPs which includes a staff attorney in Tuba City, AZ and Flagstaff, AZ, with a potential AmeriCorps member in Montezuma Creek, UT. Additionally, MLP Managing Attorney will work with the Northern Navajo Medical Center in Shiprock, NM and affiliate clinics. The preferred candidate will have supervisory experience and project management expertise. A significant portion of time will be devoted to managing external health relationships, educating medical staff, and refining organizational processes to ensure patients/clients receive coordinated medical and legal services.

Areas of legal advocacy include public benefits, housing, special education, domestic violence, elder law, family law, and consumer law. The MLP Managing Attorney will practice in Navajo and State court and before administrative agencies.

**PRIMARY OBJECTIVE**

- Supervises Tuba City and Flagstaff attorneys, with potential of Utah AmeriCorps member;
- Nurture DNA's partnership with Northern Navajo Medical Center and affiliate clinics;
- Educate medical professionals on legal issues facing their patients;
- Provide comprehensive legal assistance and representation to patients referred to the MLP Attorney from health care providers;
- Represent clients in multiple jurisdictions including Navajo Nation Courts, New Mexico State Court and administrative hearings.
- Effectively conduct intakes and manage caseload based on established priorities with a focus on improving social determinants of health.

**QUALIFICATION**

- JD from an accredited law school.
- Active State license and in good standing.
- Previous supervisory role preferred;
- Three (or more) years litigation experience preferred;
- Demonstrated commitment to public service;
- Poverty law experience (may include student legal clinics or internships);
- Knowledge of substantive legal issues impacting low-income individuals;
- Ability to work independently and in group settings;
- Excellent written and oral communication skills;
- Proficiency in the use of Microsoft Office programs and willingness to become proficient in DNA's Case Management systems

**ACKNOWLEDGMENT**

*I have received this job description and have determined that it accurately reflects the position and I can perform these duties.*