



Supervising Attorney – Van Nuys - Eviction Diversion Pilot Project

Change Lives and Transform Communities – Join Our Van Nuys Eviction Diversion Pilot Project Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 175,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change, and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

Neighborhood Legal Services of LA County (NLSLA) seeks an experienced, dynamic, and mission-driven Supervising Attorney to lead the legal and operational aspects of the Van Nuys - Eviction Diversion Pilot Program (VN-EDPP), a court-based initiative designed to reduce eviction filings and prevent homelessness through mediation and rental assistance coordination. This position will oversee program implementation at the Los Angeles Superior Court (Van Nuys Courthouse), supervise staff, and ensure compliance with County requirements and best practices. The role requires expertise or a working knowledge in housing law, alternative dispute resolution, and program management.

In this role, you would report to the Vice President of Access to Justice Initiatives. This position is exempt and temporary.

What You'll Do

- Oversee implementation of the court-based mediation pilot in collaboration with the Los Angeles County Department of Consumer and Business Affairs (DCBA), Los Angeles Superior Court, and third-party administrators (Forward).
- Develop, implement, and maintain protocols for case screening, eligibility determination, and mediation processes.

- Ensure compliance with County contract requirements, including confidentiality, reporting, quality assurance, and program performance standards.
- Collaborate with internal and external stakeholders on outreach strategies and informational materials to increase program awareness among landlords and tenants, while ensuring meaningful language access for diverse communities.
- Recruit, train, supervise, and mentor attorneys, paralegals, mediators, and support staff, including overseeing timekeeping, performance management, and compliance with applicable ethical and neutrality standards.
- Conduct regular case reviews, audits, and performance evaluations to ensure quality, consistency, accuracy, and compliance with organizational policies and legal requirements.
- Maintain a limited caseload of complex landlord-tenant disputes and provide guidance to mediators on cases involving nonpayment of rent and rental assistance coordination.
- Serve as the primary liaison with the Los Angeles County Department of Consumer and Business Affairs, court personnel, community partners, and other program stakeholders, participating in regular meetings to review progress, address challenges, and support continuous program improvement.
- Ensure accurate and timely documentation of mediation outcomes, referrals, case notes, and other required records in the designated case management platform.
- Prepare and analyze monthly and ad hoc reports on program performance, productivity, outcomes, trends, service gaps, and key metrics, including cases mediated, resolutions achieved, and rental assistance disbursed.
- Contribute as a key member of the management team by supporting program planning, operational effectiveness, and successful implementation of new initiatives.
- Perform other duties as assigned that are reasonably related to the position and consistent with its level and classification.
- This position is designated as hybrid. Employees are required to work on-site a minimum of two (2) days per week, with the remaining time eligible for remote work as business needs allow. Specific in-office days may be established by the department or manager to support team collaboration and organizational priorities. Any out-of-state work is prohibited unless prior approval is obtained from HR.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

What You'll Need

- Juris Doctor and active membership in good standing with the State Bar of California, or membership in another state bar with the ability to register as a legal services provider.
- Minimum of 5 years of experience in housing law, landlord-tenant disputes, or related practice areas.
- Demonstrated experience in supervision, program management, and staff mentoring.
- Knowledge of mediation practices, court procedures, and legal service delivery.
- Strong leadership, organizational, and interpersonal skills, with excellent written and verbal communication abilities.
- Ability to collaborate effectively with government agencies, courts, community organizations, and other stakeholders.
- Proactive, solution-oriented, and adaptable, with the ability to anticipate challenges and respond effectively in dynamic situations.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Clio (or other Judicial Council form preparation software), and related technology platforms.
- Ability to thrive in a fast-paced, results-driven environment.
- Experience providing trauma-informed and trauma-responsive services to clients.
- Valid driver's license, reliable transportation with active insurance, or other ability to travel regularly throughout the service area to represent clients and engage with community partners.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

Bonus Points

- Are bilingual in Spanish, due to the high number of Spanish-speaking residents in the community, or in any of the other Los Angeles threshold languages, which is highly valued in our community outreach efforts.

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$109,000–\$127,000, based on experience.

- **Generous Time Off:** 18 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Exempt employees are eligible for compensatory time in accordance with company policy.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees. Note: Qualified employees with bilingual proficiency are expected to provide in-language assistance when feasible to support language access and in furtherance of NLSLA's mission. This expectation applies whether or not the employee receives the bilingual supplement.
 - Loan Repayment Assistance Program, which provides law school student loan repayment assistance for eligible individuals.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and

abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included and is afforded the respect and dignity they deserve.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that, in limited circumstances, certain convictions may be considered incompatible with the responsibilities of specific roles, particularly where the safety and well-being of vulnerable client populations are a concern.

NLSLA's Commitments

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower communities.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.