



The Veterans Consortium

PRO BONO PROGRAM®

Military Discharge Upgrade Staff Attorney
FULL TIME POSITION
POSTING DATE: April 17, 2020

Position Summary

The Veterans Consortium Pro Bono Program (TVC) seeks to hire a full time Discharge Upgrade Staff Attorney to assist individuals who were unjustly discharged from the military. TVC's focused mission assists in cases involving mental health conditions and/or military sexual trauma.

TVC is a leading independent, nonprofit organization that has provided pro bono legal representation in federal venues and complementary professional services to veterans and their loved ones or survivors since 1992. For over 28 years, TVC's pro bono attorneys and staff have helped more than 50,000 individuals, taken on nearly 6,000 cases for deserving clients, and trained more than 4,800 pro bono attorneys and associated professionals for our National Volunteer Corps.

Duties include completing intake calls, reviewing military records for merit, preparing legal memoranda, and providing direct representation to the Veteran seeking a discharge upgrade.

Essential Job Functions:

- Complete intake calls and screen requests for discharge upgrade assistance;
- Review military and medical records to determine legal merit;
- Write legal memoranda and provide appropriate documents for pro bono volunteer attorneys;
- Maintain familiarity with discharge upgrade issues including current Department of Defense memoranda and directives;
- Monitor and track cases under investigative review and current military review board docket;
- Maintain an organized filing system for cases;
- Provide direct representation to clients in discharge upgrade cases or assist with writing rebuttal briefs to medical advisory opinions;
- Interact with clients;
- Advise, assist, train and mentor pro bono volunteer attorneys;
- Attend trainings and seminars;
- Maintain membership in selected professional associations;
- Represent TVC at authorized professional association/society meetings and outreach events;
- Supervise paralegals and associate attorneys; and
- Work closely with the Discharge Upgrade Program supervisor on all matters.

Job Specifications

Education and Qualifications

- JD required, licensed to practice in any jurisdiction
- Veterans law experience a plus
- Veteran status/military experience is an advantage (but not required)
- Knowledge of the military community and how it functions a plus

Knowledge, Skills, and Abilities

- Ability to write cogent arguments based on thorough analysis of cases
- Ability to compare and contrast evidence with statutory/regulatory criteria
- Keen attention to detail
- Effective writing and verbal communication skills
- Knowledge of Administrative and/or Veterans law
- Computer literacy, including proficiency using production software programs, including Microsoft Word, Excel, and PowerPoint
- Proficiency in—or aptitude for—case management tools and secure file transfer tools (such as Citrix ShareFile or a similar product).
- Demonstrated skills and record of high performance and sustained productivity to achieve desired results
- Innovation and flexibility
- Proven ability to deal with challenging clientele

Salary Range

- Compensation is based on a competitive public interest salary scale.

Benefits

- Health, Dental, Vision Insurance
- Free access to on-site fitness center
- Short-term and long-term disability
- 10 paid holidays
- Retirement Savings Plan 403(b), including organization contribution
- Life Insurance
- Pre-tax commuter benefits
- Great location, blocks away from all metro lines (Farragut West, Foggy Bottom, Dupont Circle)

Interested candidates please send your cover letter and resume to:

Danica Gonzalves, Discharge Upgrade Program, The Veterans Consortium at danica.gonzalves@vetsprobono.org

The Veterans Consortium is an Equal Opportunity Employer

It is the policy of The Veterans Consortium that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.