



## **Regional Managing Attorney**

### **Region 1, Region 3 and Region 4 for Parent or Child Representation**

The Oklahoma Office of Family Representation (OFR), a program of Legal Aid Services of Oklahoma (LASO) is seeking an experienced Managing Attorney (MA) to execute the primary duties of recruiting, contracting, overseeing, and supporting OFR's contract attorneys; additional duties include litigation support, case consultation, implementation of attorney practice standards, coordination and presentation of attorney trainings and developing resources plus a variety of support functions for the Oklahoma Office of Family Representation. The MA will ensure implementation of high-quality, interdisciplinary legal representation for parents and/or children in child welfare cases. This role reports to the Executive Director and works closely with the Regional Director of Social Work and the Executive Team.

#### **Program Overview**

Passed into law in 2023, the Family Representation Advocacy Act, 10 O.S. Section 801 et seq., established the Family Representation Advocacy Program within the Administrative Office of the Courts and the AOC has contracted with Legal Aid Service of Oklahoma to bring the OFR to life.

OFR is dedicated to ensuring all children and qualified parents, legal guardians, and Indian custodians receive attorneys prepared to deliver uniform and high-quality legal representation in deprived child actions brought by the state pursuant to Title 10A.

OFR emphasizes interdisciplinary legal defense, integrating attorneys, social workers, and mentors to protect clients' rights and reduce family separation.

#### **Key Responsibilities**

##### *Program Leadership & Development*

- Work with the Executive Director, Regional Director of Social Work, and stakeholders to execute OFR's mission.
- Assist with annual budget narratives, performance reports, and policy development.
- Promote interdisciplinary legal teams.
- Identify systemic issues and develop solutions.

##### *Attorney Recruitment, Training & Oversight*

- Recruit, oversee, and support contract attorneys for (parent or child) representation.
- Oversee quality of legal services, conduct court observations, and annual reviews.

- Monitor caseloads, ensure high-quality legal representation and compliance with professional standards.
- Develop and present training programs for attorneys, social workers, and mentors.

#### *Litigation Support & Case Consultation*

- Work with the Regional Director of Social Work to develop legal and social work strategies for the interdisciplinary teams.
- Identify resources for litigation including expert witnesses.
- Provide technical assistance and training on best legal practices.
- Assist with maintaining the legal resource database, i.e. case law, brief/form banks, regulations.

#### *Stakeholder Collaboration & Policy Advocacy*

- Meet regularly with judges, OHS, and other child welfare stakeholders.
- Represent OFR at external meetings, trainings, and conferences.
- Work closely with OFR's Executive Team to fulfill contractual and reporting requirements.

#### **Qualifications & Requirements**

- Licensed attorney in Oklahoma and in good standing.
- J.D./LL.B. from an accredited law school with 10+ years of experience as a licensed attorney.
- 5+ years of litigation experience in child welfare and deprived court proceedings including substantial hearing and non-jury/jury trial experience.
- 3+ years of supervisory experience.

#### **Knowledge of:**

- Legal principles and practices including civil, juvenile, constitutional, and alternative dispute resolution.
- Management and supervisory principles, practices, and techniques for independent contractors.
- The American Bar Association's Standards of Practice for Attorneys Representing Parents and Children in Abuse and Neglect cases.
- Oklahoma Standards of Practice for Attorneys Representing Parents and Children in Deprived Child Proceedings.
- Oklahoma Rules of Evidence, Rules of Civil Procedure, Local Rules, Oklahoma Children's Code, and all other relevant State and Federal Laws codes, and regulations.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court.
- OKDHS policies and state law pertaining to child abuse and neglect.
- Child development, social work, trauma, the child welfare system, public interest issues, and related community services available to support children and families.
- The National Council of Juvenile and Family Court Judges' Enhances Resource Guidelines for Improving Court Practice in Child Abuse and Neglect cases.

- All aspects of substantive child abuse and neglect litigation.

**Skills and Abilities:**

- Multi-tasking, problem solving, and being a productive TEAM player.
- Analyzing facts, policies, procedures, and legal precedents in area of specialty.
- Operating a variety of office equipment and Microsoft software products including Word Excel, Publisher, PowerPoint, Outlook, Teams as well as LegalServer and Paycom.

**Work Environment & Travel**

- Remote or hybrid depending on Region. If office-based role may have occasional lifting of materials up to 25 lbs.
- Frequent travel throughout Oklahoma for court observations, training, and stakeholder meetings.

**How to Apply**

Interested candidates should submit a cover letter, resume, and three professional references (including a former supervisee) to [gwendolyn.clegg@laok.org](mailto:gwendolyn.clegg@laok.org) and [tara.zinn@laok.org](mailto:tara.zinn@laok.org)

**LASO is an Equal Opportunity Employer**