



LEGAL ASSISTANCE FOR SENIORS

Health Insurance Counseling & Advocacy Program (HICAP)
Ensuring the independence and dignity of seniors by protecting their legal rights through education, counseling and advocacy

Open Position Advertisement Legal Advocate

The Agency

Legal Assistance for Seniors (LAS) is a non-profit agency serving Alameda County residents who are 60 years of age and older. We provide legal advice and information, representation in court and administrative hearings, referrals to other community resources, and community education and training in the following areas: prevention of elder abuse, public benefits, housing, guardianships, naturalization and public benefits for immigrants, health law, advance health care directives, Medicare and Medi-Cal.

Through its Health Insurance Counseling and Advocacy Program (HICAP), LAS provides individual counseling and community education to Medicare beneficiaries in the areas of Medicare, supplemental coverage including Medicare Advantage and prescription drug plans, low income assistance programs, and long-term care insurance.

The Position

This full-time Legal Advocate position at Legal Assistance for Seniors is responsible for providing administrative support primarily to the housing and elder abuse legal staff.

Job functions include:

- Support attorneys with phone and in-person intakes as well as case management support, including but not limited to filing, copying and client communication
- Draft client correspondence and update forms
- Keep cases organized by establishing and organizing files, monitoring calendars, and entering information into the client database
- Keep clients informed by maintaining contact and communicating case progress
- File court documents
- General support of the legal team comprised of 10 attorneys and 3 legal advocates
- Assist with special projects and perform other duties as assigned

Minimum Qualifications:

- Excellent verbal and written communication skills
- Ability to issue-spot, gather extensive client information, and create concise summaries for attorneys and advocates
- Self-motivated and able to work independently and as part of a team
- Detail oriented and organized
- Commitment to serving the underserved; Sensitivity towards seniors, people with disabilities, and survivors of crime

Board of Directors

President: Phillip Campbell, **Vice- President:** Scott Phipps, **Treasurer:** Joy Soulier, **Secretary:** Susan Firtch, **President Emeritus:** David C. Lee, **Members:** Jeffrey Block, Lars Bronson, Jonathan Canick, Ph.D., Susanne Cohen, Yvette Davis, Ingrid Evans, Dawn Patterson, David Scharff, Jon Vaught, Elaine Wong Eakin.

Executive Director: James Treggiari, **Managing Attorney:** Kirsten Voyles **HICAP Manager:** Janet Van Deusen

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Health Insurance Counseling & Advocacy Program (HICAP)

- Computer proficient, including Outlook, Word, PowerPoint, Excel, and database knowledge
- Bilingual desired.
- Experience with customer service preferred

Working Conditions:

- Ability to sit for extended periods and alternate between sitting and motion tasks frequently
- Ability to use phone and computer systems for long periods of time
- Ability to multitask in a busy and diverse office environment
- Ability to travel to Alameda County Courthouses to file documents

Compensation:

Non-exempt rate starting at \$18.00 per hour / 35 hours per week, Pro-rated benefits package.

To Apply: Please email a cover letter and resume in a PDF format to Kirsten Voyles, Managing Attorney at jobs@lashicap.org with the subject line “Legal Advocate.” In your cover letter please address the following:

LAS serves an extremely diverse population. Our clients include seniors, people with disabilities, low income members of our community, LGBTQ individuals, and people of color. **How do you think your experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity?** Feel free to think broadly about your response to this question.

Legal Assistance for Seniors is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, age, marital status, gender, gender expression, sexual orientation, physical condition or any other factor that is not related to the position.