

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*



CONTRACT ADMINISTRATOR POSITION

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, housing preservation, public benefits, guardianships, naturalization and public benefits for immigrants, consumer issues and advance health care directives.

Through its Health Insurance Counseling and Advocacy Program (HICAP), LAS provides individual counseling and community education to Medicare beneficiaries in the areas of Medicare, Medicare supplements, Advantage and Prescription Drug Plans, and long-term care insurance.

The Contract Administrator is responsible for all aspects of Grants and Contracts Management. This is a 35 hour a week position with regular benefits for full-time status. This person will support the program staff and help to address needs related to data reporting. She/he sits on committees as assigned. The Contract Administrator reports to the Accounting Associate and the Chief Financial Officer working closely with the Executive Director, Development Director and Program Managers.

The Contract Administrator's function includes:

Grant Contract Management-

1. Serve as liaison to funders
 - a. Maintain good communication and relationships
 - b. Attend relevant meetings with funders or potential funders
2. Monitor Compliance with the terms of LAS contracts and grants
 - a. Create and monitor reports necessary for compliance to terms of contracts and grants
 - b. Manage and maintain database systems
 - c. Monitor compliance and report potential shortcomings to Management
 - d. Support and communicate with program staff to ensure deadlines are met
 - e. Maintain calendar for reporting requirements for all LAS grants and contracts
 - f. Prepare and submit progress reports to funders in accordance with contractual requirements

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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3. Conduct Access database training as appropriate for new employees and update training materials as needed

Administration:

1. Assist Executive Director in meetings with funders and potential funders

Knowledge, Skills and Abilities:

1. Excellent verbal and written communication skills
2. Excellent computer skills including Excel and Word, and Access
3. Understanding of database management
4. Ability to work independently and with a wide diversity of clients, staff and projects
5. Ability to work well with others

Minimum Qualifications:

- a. Bachelor's Degree Preferred
- b. Two years office administrative experience, preferably in a non-profit organization
- c. Must be organized and able to work effectively under fast-pace and occasionally stressful conditions to meet deadlines
- d. Must have excellent communication skills with the ability to effectively communicate with management and staff
- e. Must be able to multi-task in a diverse legal environment
- f. Second language preferred, but not required

Working Conditions:

1. Ability to lift 25 lbs.
2. Extensive computer uses
3. Typical office environment
4. Occasional offsite meetings

compensation: **\$17-18.50 an hour DOE and (35 hrs. wk. full-time)**

employment type: **Employee's choice**