



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 Community Education & Contracts Advocate

The Agency

Legal Assistance for Seniors (LAS) provides legal services to seniors throughout Alameda County on matters pertaining to prevention of elder abuse, public benefits, housing, guardianship of minors, naturalization, and health law. LAS also provides individual counseling and advocacy to Medicare beneficiaries about their Medicare rights and coverage options through our HICAP Program. Through our Community Education Department, we provide educational presentations to both seniors and service providers on both Medicare and legal topics.

This position

This is a full-time position primarily supporting the Community Education Department by scheduling, coordinating, and delivering presentations and community outreach events throughout Alameda County. This position also assists the Finance Department with contract reporting and other administrative work.

Duties and Responsibilities include:

Community Education (60%)

1. Schedule, coordinate, and deliver CE presentations and community outreach events throughout Alameda County
2. Enter presentation and event information into CE databases, keeping the databases accurate and up to date
3. Assist with the development and maintenance of presentation outlines and supporting materials

Contract Administration & Finance Assistance (40%)

1. Prepare and submit both internal and external reports necessary for contract compliance and grant applications
2. Administrative assistance including preparing expense requests, filing financial documents physically and electronically

Qualifications

- Bilingual in Spanish preferred; bilingual in Mandarin, Cantonese, Tagalog, Hindi, Vietnamese, Korean, Farsi, Arabic, or Russian desired
- Valid CA driver's license, a vehicle, and appropriate insurance
- Excellent computer and database skills, including Power Point, Word, and basic Excel
- Excellent verbal and written communication skills
- High level analytical and problem-solving skills, with excellent attention to detail

Board of Directors

President: Phillip Campbell, **Vice-President:** Jeffrey Block, **Treasurer:** Linda McHugh, **Secretary:** Ingrid Evans
Members: Jonathan Canick, Ph.D., Diane Caradeuc, Yvette Davis, Dawn Patterson, Tarah Powell-Chen, Kevin Rodriguez, David Scharff, Jeff Tachiki, Jon Vaught, Hon. Marshall Whitley, Melissa Wong
Executive Director: James Treggiari **Associate Director:** Caitlin Chan
Legal Director: Kirsten Voyles **HICAP Manager:** Janet Van Deusen

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Health Insurance Counseling & Advocacy Program (HICAP)

- Ability to work with a wide diversity of staff, projects, and funders
- Ability to work independently and as part of a team to support organizational goals

Working conditions & physical requirements

- Ability to regularly drive 30 miles a day and occasionally up to 70 miles a day to offsite presentation locations
- Ability to lift 25 lbs
- Ability to sit for extended periods, use of phone and computer systems for long periods of time
- Alternate between sitting and motion tasks frequently
- Occasional work on evenings and weekends

Compensation:

Full time, non-exempt wage of \$24.18/hour, 35 hours per week. Generous benefits package including medical, dental, vision and life insurance coverage; accrue up to 20 days vacation and 2 weeks sick time; enrollment in and employer contributions toward 401k plan after 6 months; pre-tax cafeteria plan (medical, transportation, childcare) after 6 months.

TO APPLY: Please email a cover letter and resume in PDF format to jobs@lashicap.org with the subject line “CE/Contracts Advocate.” In your cover letter please address the following:

LAS serves a very diverse population. Our clients include seniors, people with disabilities, low-income members of our community, LGBTQ individuals, and people of color. **How have your experiences, professional or otherwise, prepared you to contribute to our commitment to cultural humility and equity?**

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 ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition (gender characteristics, cancer or record or history of cancer), military or veteran status, national origin, race, religion (includes religious dress and grooming), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA (Family and Medical Leave Act), or any other factor that is not related to the position.