



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 Staff Attorney

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, limited conservatorships and health law.

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.

This position

This is a full-time 35 hour per week Staff Attorney position at Legal Assistance for Seniors. A LAS Staff Attorney provides counsel, advice, and representation to LAS clients. The staff attorney is responsible for providing excellent service to clients and callers with legal issues. Job duties also include community education presentations, senior center intakes, and staying up to date in the area in which the attorney practices and in other areas in which LAS provides services. The staff attorney is expected to maintain their own caseload and assist in the casework in other areas as necessary. The staff attorney attends biweekly case review meetings. This position will be cross trained in other areas of law as needed.

LAS is currently operating in a hybrid working model. A staff attorney must be available for in-person court hearings and meetings throughout Alameda County. LAS attorneys work in the office as necessary for their caseloads. They must also be willing to meet with clients in-person at the office and visit clients in their homes.

Due to the vulnerability of the clients that we serve, LAS requires all staff to show proof of vaccination for Covid unless they qualify for a medical or religious exemption.

Duties and Responsibilities include but are not limited to:

- Maintain an appropriate case load. Support agency advocates and attorneys in other case areas.
- Travel to home visits, courthouses, senior centers, and community education presentations throughout Alameda County and adjacent counties.
- Participate as a member of the legal team and coordinate with colleagues, court staff, and outside agencies to provide comprehensive service and representation to clients. Job duties are often performed in a fast-paced environment requiring the employee to function effectively and independently while maintaining good working relationships.
- Participate in biweekly case review meetings, biweekly staff meetings and other agency functions.

Board of Directors

President: Ingrid Evans, **Vice- President:** Dawn Patterson, **Treasurer:** Phillip Campbell

Members: Jonathan Canick, Ph.D., Yvette Davis, Tarah Powell-Chen, Kevin Rodriguez, Jeff Tachiki, Jon Vaught, Hon. Marshall Whitley, Melissa Wong

Interim Executive Director: Caitlin Chan

Legal Director: Kirsten Voyles **HICAP Manager:** Janet Van Deusen



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- Represent LAS in the legal community, to referring agencies, to funders and the broader community.
- Maintain accurate client files and client contracts. Regularly maintain the data and other records for each case.
- Work closely with and under the direction of the Legal Director and Supervising Attorney(s).

Qualifications

- Must be admitted to, and in good standing with the California State Bar
- Preferred areas of experience: Housing or Consumer Law
- Must have a valid California driver's license, current car insurance, and access to a vehicle
- Must be able to drive to out of office appointments and make home visits
- Must demonstrate a commitment to serving the underserved; experience with seniors desired
- Must have compassion and patience, and the ability to work with clients who have special needs
- Must be able to work independently and as a team member
- Must be able to multi-task and work effectively in a fast-paced, diverse legal environment
- Bilingual ability desired
- Computer proficient, including Power Point, Word, Excel and database knowledge
- Punctual and efficient with time use

Working conditions & physical requirements

- Ability to sit for extended periods, use of phone and computer systems for long periods of time. Alternate between sitting and motion tasks frequently.
- Ability to travel throughout Alameda County on a regular basis
- Ability to multitask in a busy and diverse office environment

Compensation:

Full-time exempt salary of \$6,250 per month, 35-hour work week. Generous benefits package including medical, dental, vision and life insurance coverage; accrue up to 4 weeks vacation and 2 weeks sick time annually; enrollment in and employer contributions toward 401k plan after 6 months; pre-tax flexible spending plan (medical, transportation, childcare) after 6 months.

To Apply: Please email a cover letter and resume in a PDF format to jobs@lashicap.org with the subject line "Staff Attorney." 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, religion, religious creed (including religious dress and grooming), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under FMLA or CFRA), domestic violence victim status, political affiliation, or any other status protected by law.