



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: elder abuse, public benefits, housing, guardianships of minors, naturalization, limited conservatorships, conservatorships, consumer, home and community-based services 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 Staff Attorney position at Legal Assistance for Seniors. An LAS Staff Attorney provides counsel, advice, and representation to LAS clients. This position will be handling the Home and Community-Based Services (HCBS) cases as well as another area of law depending on experience. HCBS provides opportunities for Medi-Cal beneficiaries to receive services in their own home or community rather than institutions or other isolated settings. LAS will provide training for a qualified candidate unfamiliar with these HCBS programs.

The staff attorney is responsible for providing excellent service to clients and callers with legal issues. Job duties also include community education presentations, outreach, 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 bi-weekly 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 training, 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.
- Participate in bi-weekly case review meetings, bi-weekly staff meetings and other agency events.

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 service agreements. Regularly maintain the data and other records for each case.
- Work closely with and under the direction of the Legal Director and Supervising Attorneys.

Qualifications

- Must be admitted to, and in good standing with the California State Bar
- Preferred areas of experience: Housing Law, Public Benefits 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, and database experience

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 \$3,218.75 per semi-monthly pay period, 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 per year with a maximum accrual of 4 weeks; 3 personal days and 14 paid holidays; 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 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 older adults, 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.