



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

LAS is looking for a Staff Attorney to join our legal team. We are looking for someone who is excited about serving the underserved older adult population in our community. The ideal candidate will have compassion, patience and the intellectual curiosity allowing them to provide excellent legal services to our clients.

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. Job duties also include community education presentations, outreach, and staying up to date in the area in which the attorney practices. The staff attorney is expected to maintain their own caseload and assist in the casework in other areas as necessary. This position will be trained to handle housing cases 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.

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, guardianships of minors, naturalization, limited conservatorships, conservatorships, consumer, home and community-based services 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.

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 case review meetings, staff meetings and other agency events.
- Represent LAS in the legal community, to referring agencies, to funders and the broader community.
- Maintain accurate client files. Regularly maintain the data and client file 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, Public Benefits or Home & Community-Based Services

Executive Director: Caitlin Chan Associate Director: Shawn Mountcastle
Legal Director: Kirsten Voyles HICAP Manager: Janet Van Deusen



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- 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 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

Compensation & Benefits:

- Full-time exempt salary of \$77,250 per year, 35-hour work week.
- Accrue at up to 4 weeks of vacation and up to 2 weeks of sick leave per year, starting from the first day of hire. Any unused sick and vacation time below the maximum accrual rolls over to the next year. All employees receive 3 personal days per year, available immediately. Additionally, LAS recognizes 14 paid holidays per year.
- Eligibility for comprehensive employer paid medical, dental, vision, or cash-in-lieu after 30 days of employment. Medical, dental, and vision coverage is also available to employee dependents at the employee's cost.
- Employer paid life insurance coverage after 30 days of employment, with additional employee-paid life insurance options and worksite insurance packages available.
- Eligibility for 401(k) plan after 6 months of continuous full-time employment, with contribution of 3% of the annual position salary from LAS, no match required, 100% vested from the start.
- Eligibility for healthcare and dependent care pre-tax flexible spending accounts after 6 months of employment.
- California State Bar Dues and Affinity Bar Memberships paid by LAS.

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.