



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 Advocate Level I or II

LAS is looking for a Advocate Level I or II 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 intellectual curiosity allowing them to provide excellent legal services to our clients.

Position:

This is a full-time position at Legal Assistance for Seniors. The Advocate Level I or II (depending on experience) will provide direct services to older adults under the supervision of an attorney. This position is responsible for the initial phone and in-person intakes from potential clients. In this role, you will maintain a caseload under attorney supervision. This position is a member of the Legal Team and reports to a Supervising Attorney.

LAS is currently operating in a hybrid working model. An Advocate will be required to work in the office at least three days a week with possibly more days as needed for support.

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.

Job functions may include:

- Responsible for initial phone and in-person intakes
- Maintain up to date referral lists.
- Mail handouts and other intake materials to potential clients
- Assist with case opening and closing procedures.
- Provide direct assistance to older adults and maintain caseload under attorney supervision.
- Draft letters and judicial council forms
- Provide administrative support to attorneys with preparation, service and filing of legal pleadings.
- Attend meetings with other community and legal services organizations providing similar advocacy.
- Conduct community outreach and education

Board of Directors

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- Assist with special projects and perform other duties as assigned.

Qualifications:

- Bachelor's degree. J.D. applicants encouraged to apply.
- Excellent verbal and written communication skills
- Ability to issue-spot, gather extensive client information, and create concise summaries for attorneys and advocates.
- Self-motivated and able to work independently and as part of a team.
- Detail oriented and organized.
- Commitment to serving the underserved; Sensitivity towards older adults and persons with disabilities.
- Computer proficiency, including Outlook, Word, and database knowledge.
- Bilingual desired.
- Experience with customer service preferred.

Working Conditions:

- Ability to sit for extended periods and alternate between sitting and motion tasks frequently.
- Ability to use phone and computer systems for long periods of time.
- Ability to multitask in a busy and diverse office environment.
- Ability to travel within Alameda County to file documents at the courthouses, attend trainings and meetings with other legal services providers and provide community outreach and education.

Compensations & Benefits:

- Full-time, 35 hours per week, non-exempt rate of \$24.91 to \$27.17 per hour depending on experience.
- 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.



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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.



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