



## **Job Description: Health and Elder Law Unit Staff Attorney**

<b>NATURE OF WORK</b>	The Health & Elder Unit represents low-income individuals and seniors who are facing denial, termination, reduction, or overpayments in public benefits programs such as SSI, Medicaid, SNAP, OAP, Social Security Retirement and Disability, and Medicare. This position requires demonstrated high quality legal skills with an aggressive, imaginative, and energetic approach to meeting the legal needs of the poor.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>▪ Client interviews, investigation, and preparation of legal documents and papers;</li><li>▪ Research issues involving complex programs with connected federal and state authorities, including researching federal statutes and regulations, state statutes and regulations, administrative agency guidance, state and federal caselaw, and administrative agency decisions;</li><li>▪ Negotiations, administrative conferences and hearings before state and federal administrative agencies, and trial and appellate work in state and federal courts;</li><li>▪ Advice and representation of clients in accordance with program priorities;</li><li>▪ Develop relationships with the community served and the leaders of that community;</li><li>▪ Achieve and maintain knowledge of the public benefits programs ordinarily handled by the Unit and keep current on legal and policy developments regarding those programs;</li><li>▪ Assume an active caseload;</li><li>▪ Participate in other special projects, such as litigation involving legal issues affecting numbers of low-income clients and commenting on legislation and regulations in accordance with Legal Services Corporation regulations;</li><li>▪ Develop educational materials for clients;</li><li>▪ Collaborate with community partners in identifying and resolving problems in public benefits programs;</li><li>▪ Participate in office or program-wide projects to provide training and/or community education or other information to agencies, advocates, clients, or community groups about legal services and about legal issues and rights of interest to low-income persons;</li><li>▪ Consult and co-counsel with other attorneys and paralegals, where appropriate;</li><li>▪ Other duties as may be assigned to meet CLS needs.</li></ul>
<b>QUALIFICATIONS</b>	Applicant must be a graduate of an accredited law school and must be licensed to practice law in Colorado or qualify for admission to the Colorado Bar by motion. Some experience in public benefits is preferred. Sensitivity to the legal needs of poor people and minorities is required. Candidates who are fluent in Spanish or an Asian dialect are preferred.