The Law Foundation of Silicon Valley advances the rights of under-represented individuals and families in our diverse community through legal services, strategic advocacy, and educational outreach. Now with over 80 employees, the Law Foundation is the largest provider of free legal services in the South Bay. Located in downtown San Jose, the Law Foundation is a dynamic and interesting place to work. We pride ourselves on fostering a work environment that is motivating, collaborative and fun, with plenty of opportunities for professional growth. We are working towards a race-conscious legal services practice.

JOB DESCRIPTION:
The Health program at Law Foundation is seeking an Economic Rights Staff Attorney/Advocate. The Economic Rights Attorney/Advocate provides legal assistance and representation regarding problems related to public benefits, such as Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), Cal-Fresh, Medi-Cal, etc. The Attorney/Advocate helps clients obtain benefits or prevent the loss of benefits to which they are entitled. This includes representation at administrative law hearings. The Attorney/Advocate will participate in Health outreach efforts and other community and client education and system reform projects. The Attorney/Advocate may also assist with client intake, performing eligibility screening to potential clients, assessing their legal issues and either referring clients for further assistance within the Law Foundation or providing appropriate referrals.

The Attorney/Advocate will represent clients in public benefits and other related cases. The Attorney/Advocate will conduct community outreach sessions and legal trainings. The Attorney/Advocate will also work on system reform projects. This position is full-time and permanent. May 2020 law school graduates are eligible to apply.

JOB DUTIES:
▪ Provide legal advocacy and representation to individuals living with mental health or developmental disabilities, individuals living with HIV or AIDS, and individuals living with other chronic conditions.
▪ Conduct community education and outreach sessions and produce educational materials.
▪ Respond to referrals and requests for technical assistance from community-based organizations.
▪ Participate in Health intake, information and referral services.
▪ Attend community meetings and participate in events that concern or impact Health clients.
▪ Address system reform needs of Health clients.
▪ Work in coordination with supervisory and other Law Foundation staff.
▪ Keep statistics regarding individuals served and perform other administrative tasks and data collection.
▪ Participate in Law Foundation activities, such as special events and other fundraisers.

DESIRED QUALIFICATIONS:
▪ California Bar Membership, eligibility to practice law in California, or prior experience representing clients in public benefits matters. May 2020 law school graduates are eligible to apply.
▪ Experience with or general understanding of public benefits programs highly desired.
▪ Direct experience with or general knowledge of issues affecting individuals living with HIV/AIDS, mental
health disabilities, and/or other disabilities.

- Commitment to civil rights and the rights of individuals living with HIV/AIDS, mental health disabilities, other disabilities and individuals from underserved communities.
- Ability to be sensitive to and work well with low-income individuals, people living with HIV/AIDS, people living with mental health disabilities, people of color, active drug users, people experiencing homelessness, persons currently or formerly involved in the criminal justice system, and members of the LGBTQ community is essential.
- Ability to work independently and be self-motivated.
- Ability to identify, investigate and resolve client problems effectively.
- Ability to analyze, write and present ideas and legal concepts clearly and concisely.
- Ability to develop and conduct effective oral presentations, such as community outreach and argument at hearings.
- Ability to negotiate solutions to problems between clients and other parties, such as government agencies, treatment providers, and other service providers.
- Strong organizational skills and ability to perform tasks necessary to maintain a substantial active caseload of advocacy and administrative hearing work.
- Willingness and ability to work as part of a team.
- Bilingual (particularly Spanish or Vietnamese) applicants are desired.
- Candidates of diverse ethnic, cultural and linguistic backgrounds, persons living with disabilities, and members of the LGBTQ community encouraged to apply.
- Experience in using Microsoft Word and Excel.

**COMPENSATION**

Salary scale starts at $58,989/year; compensation based upon qualifications and comparable experience. Additional $100/month bilingual differential is available. All compensation determined by the wage table of the current Collective Bargaining Agreement between SEIU Local 521 and LFSV. Current benefits include:

- Medical Insurance (fully paid for the employee)
- Healthcare and Dependent Care Flexible Savings Account (FSA) with employer contribution of $225/year to the healthcare FSA.
- Dental Insurance (fully paid for the employee)
- Vision Insurance (fully paid for the employee)
- Basic Life Insurance (fully paid for the employee)
- Voluntary Long-Term Disability Insurance (paid by employee)
- Employee Assistance Plan
- Training and Career Development Opportunities
- 401k Savings & Retirement Plan
- Vacation, Sick, Holiday Pay and Floating Holidays benefits according to our stated policies.

More information regarding the Law Foundation is available on our website: www.lawfoundation.org.

The Law Foundation is an Equal Opportunity Employer/Affirmative Action Employer. We encourage people of color, women, people living with disabilities, older people, and lesbian, gay, bisexual, and transgender people to apply. It is the policy of the Law Foundation to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status. The Law Foundation will conform to the spirit, as well as the letter of all applicable laws and regulations.

**APPLICATION PROCESS**
Applications will be reviewed on a rolling basis until position is filled. Please submit the following via email to MarleneB@lawfoundation.org: (1) a resume, (2) three professional references, and (3) a cover letter that explains your interest, and also addresses the following question:

In order to best serve our clients and our community, the Law Foundation is committed to creating a diverse and inclusive workplace in which differences are acknowledged and valued. How has your personal background or experiences, professional or otherwise, prepared you to contribute to social justice, race equity and diversity among our staff?