

LEGAL AID SOCIETY
OF SAN MATEO COUNTY

PLEASE POST

FEBRUARY 2012

JOB ANNOUNCEMENT

STAFF ATTORNEY: GOVERNMENT BENEFITS

The Legal Aid Society of San Mateo County is seeking applications from qualified persons to staff two half-time projects, LIBRE (Linking Immigrants to Benefits, Resources & Education) and Single Stop. LIBRE is a multi-agency collaboration whose goal is to educate immigrant individuals and families in East Palo Alto/East Menlo Park, Redwood City, and the Coast side about their potential eligibility for safety net benefits, dispel myths about the effect of benefits on their immigration status, assist with applying for benefits, and advocate for them if they are incorrectly denied. Single Stop is a nationwide project to provide one-stop access to services for the needy. Legal Aid provides staffing in the area of government benefits and family law to the Single Stop site located in East Menlo Park.

Organization: The Legal Aid Society of San Mateo County (www.legalaidsmc.org) is a non-LSC funded, private, non-profit, law firm that has been helping disadvantaged residents of San Mateo County improve their lives through equal access to justice for over 50 years. Legal Aid's staff of 13 attorneys provides individual representation, community education, systemic advocacy and strategic collaborative approaches in important areas of basic need including health, housing, income and freedom from violence.

Responsibilities: The Staff Attorney will be responsible for providing high quality client advice and representation in government benefits issues (Social Security and SSI, CalFresh, CalWORKs, General Assistance, and Medi-Cal), including public charge immigration concerns; providing basic family law advice; case/project management and implementation; and community outreach. The Staff Attorney will pursue all appropriate legal strategies, including litigation, in accordance with Legal Aid's priorities; conduct outreach and education to community-based organizations and individuals and families; provide technical assistance to partner agencies concerning the two projects; prepare grant reports and proposals; supervise the LIBRE Project Administrator to collect and report data from partner agencies; and coordinate outreach. With partner agencies, the Staff Attorney will also co-supervise outreach and assist staff of the LIBRE Project.

Required Qualifications:

- Active membership in the California State Bar
- Demonstrated commitment to public interest law
- Excellent writing, public speaking, and communication skills
- Demonstrated organizational skills and attention to detail
- Demonstrated ability to take initiative and work autonomously
- Fluency in Spanish

The Natalie Lanam Justice Center

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Preferred:

- Familiarity with government public benefits programs (Medi-Cal, CalWORKs, CalFresh, Social Security, SSI) and/or family law
- Bi-cultural background/experience
- Experience working with community-based organizations
- Experience using Excel to analyze data

Salary: Salary is based on experience, starting at \$44,000/yr. Excellent benefits.

Deadline: Applications will be accepted until the position is filled.

To Apply: Send, email or fax: 1) cover letter explaining your interest and how you meet the required job qualifications and 2) your resume to:

Hope Nakamura, Directing Attorney
Legal Aid Society of San Mateo County
521 E. 5th Avenue
San Mateo, CA 94402
Fax: (650) 558-0673
hnakamura@legalaidsmc.org

The Legal Aid Society is an equal opportunity employer. Members of minority groups, persons with disabilities, older adults and members of the LGBT community are encouraged to apply.