

Positive Resource Center is a community-based organization that provides Benefits Counseling to people living with HIV/AIDS and/or mental health conditions and Employment Services to people living with HIV/AIDS.

Job Title: *Staff Attorney (Full-time, Exempt)*

General Description: The Staff Attorney provides legal representation to low-income clients with HIV and/or mental health issues in order to guarantee disability income and health insurance benefits.

Position Responsibilities Include:

- * **Assessment:** Performs individual assessment of needs related to health insurance and income benefits. Helps identify and assist in breaking barriers to benefit entitlements, including accessing medical care, treatments and psychiatric and/or psychological evaluations. Works with clients within a harm reduction approach.
- * **Benefits Advocacy:** Provides direct legal assistance and representation to clients. Assists clients to apply for public and private benefits, as well as handles other health insurance and income benefits related issues. Follows claims throughout the process, negotiating with SSA and Disability Analysts as needed. Files appropriate paperwork and develops/obtains supporting medical evidence.
- * **Hearings:** Prepares cases for appeal and appears before Administrative Law Judges. Files documents for appeals process. Develops/obtains supporting medical evidence. Performs legal research. Writes pre- and post-hearings legal briefs. Prepares clients for testimony. Prepares questions for cross-examination of expert witnesses. Appeals unfavorable decisions to Appeals Council.
- * **File Management:** Creates and maintains confidential client files detailing documents and policies reviewed, correspondence prepared on behalf of the client and case progress. Updates databases.

Qualifications:

- * Active member of the California State Bar.
- * Advocacy experience essential.
- * Bilingual and bicultural (Spanish, Cantonese, Pu Tong Hua/Mandarin, Arabic or Russian) highly desirable.
- * Ability to be sensitive to and work well with low-income individuals, people with psychiatric disabilities, people living with HIV/AIDS, people of color, active drug users, people with a history of homelessness or incarceration, and people in the LGBT community essential.

* Familiarity with mental health issues, HIV/AIDS, and state and federal laws regarding disability benefits preferred.

* Ability to work effectively with service providers.

* Knowledge of harm reduction theory and practice as applied to legal services preferred.

Salary and Benefits:

40 hours per week. \$44,000-\$48,000 plus medical, dental, short/long term disability, life insurance, employer matching contributions to 403(b) retirement, Bar dues and professional development.

Application Procedure:

Submit a resume and cover letter to: Positive Resource Center, Attn: Jane Gelfand, Esq., 785 Market Street, 10th Floor, San Francisco, CA 94103; 415/777-1770 (fax).

People living with HIV/AIDS or other disabilities, people of color and people who are bilingual/bicultural are strongly encouraged to apply.