



## **JOB ANNOUNCEMENT**

### **Legal Advocate (Santa Cruz)**

**Full Time:** 30-35 hrs a week (negotiable)

**Reports to:** Executive Director & Managing Attorney

**Bargaining Unit:** No

**FLSA:** Nonexempt

#### **Position Summary**

The Legal Advocate is the primary client contact for a wide variety of important legal matters, most predominately housing related, for our professional, non-profit law office. The position requires excellent research, writing and communication skills as our legal advocate is critical to helping our clients obtain the access to justice they deserve. This position upholds a strict level of organization, communication, confidentiality and professionalism. Entry level advocates will be trained or experienced legal workers welcomed. Bi-lingual strongly preferred.

#### **About Senior Citizens Legal Services**

SCLS has provided high-quality, free legal services to elderly residents of Santa Cruz and San Benito Counties since 1972. The highest priority of the organization is to defend the right of the elderly to quality health care, social integration, to secure their persons and property, and to be free of discrimination on the basis of age or disability. We are committed to diversity and cultivating a culture of equity and inclusion within where all staff can flourish and grow professionally and well beyond.

#### **Primary Responsibilities**

- Under direct supervision of the Executive Director and or Managing Attorney, the Legal Advocate conducts intake screening and interviews clients about their legal issues; conduct investigations and legal research; provides information, advice, community outreach, education and referrals; prepares legal forms and correspondence; negotiates settlements with attorneys and administrative agencies; assists in representation of clients at administrative and court hearings and provide attorney support as needed.
- Track and gather data related to all clients served and services provided.
- Participate in training programs, case reviews, staff meetings and other SCLS activities.
- Maintain contemporaneous time records in case management system.
- Maintain great working relationship and positive communication with all staff.
- Other duties as assigned.
- This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Preferred Experience**

A highly qualified and desirable candidate would also have the following:

- Fluency in both writing and speaking English/Spanish is very strongly preferred. Bi-cultural experience is also preferred but not required.
- Legal work experience.
- Familiarity with government benefit programs.
- Experience working with low-income families and communities.

- Project management, training, or program evaluation experience.
- Time management and organizational skills
- Positive, professional, respectful and effective communication skills with diverse community populations
- Must have superior writing and verbal communication skills.
- Must be computer literate (Able to use internet, database and computer word processing programs).
- Must be detail oriented and able to work independently with attorney supervision.
- Must be assertive, comfortable speaking in public and working with clients in crisis.
- Commitment to maintain the highest level of integrity and trust for the organization
- Demonstrated commitment to diversity within the office

### **Compensation**

Salary is competitive and commensurate with experience, \$20-\$24/hr. We provide a generous benefits package, including 15 paid holidays, vacation and sick leave, health insurance (employee coverage only) or monthly contribution to employee-selected medical insurance plan, Simple IRA with employer contribution, and mid-December holiday office closure.

### **To Apply**

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “**Legal Advocate**” in the subject line. Please email application materials directly to [resume@seniorlegal.org](mailto:resume@seniorlegal.org)

### **POSITION OPEN UNTIL FILLED**

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We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religious creed, sex, pregnancy, gender, national origin, ancestry, citizenship, age, medical condition, disability, marital status, sexual orientation, gender identity (including transgender status) or any other basis prohibited by law.

Mujeres, minorias Y personas con incapacidades se urge que apliquen

For more info, see: [www.seniorlegal.org](http://www.seniorlegal.org)