



5535 Albemarle Rd, Charlotte, NC 28212
Telephone: (704) 376-1600 Fax: (704) 376-8627

POSITION NOTICE

Staff Attorney

Family Support and Health Care Program

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in the Charlotte region, seeks a Staff Attorney to focus on Access to Health Care and Public Benefits by representing individual clients and participating in systemic advocacy in our Family Support and Health Care Program. See attached program description for case types. Please go to www.charlottelegaladvocacy.org to find more information about the Advocacy Center.

As part of the Family Support and Health Care Program, the Staff Attorney is a hybrid role, sharing responsibilities of both a Staff Attorney and a Health Care Navigator. In this role, the Staff Attorney handles public benefit appeals with programs such as Food Stamps, Medicaid, Social Security disability, and Work First. They also provide guidance to clients in understanding the specific health care options available to them in North Carolina. Finally, the Staff Attorney utilizes systemic advocacy strategies to change the rules, procedures, and practices of federal and state agencies to ensure access to health care and public services for all people.

Responsibilities

Staff Attorney

- Improve health care and income support for seniors and people living with disabilities, with a focus on issues involving Social Security, SSI, Medicaid, and Medicare, and on improving mental health and developmental disability services, access to in-home services, care in nursing and rest homes, access to community-based care, services to people living with HIV/AIDS, and managed care
- Determine if cases have merit based on relevant laws, precedents, and facts
- Review clients' cases at intake, making recommendations for further action, or advising clients as to additional resources available if no further action is to be taken by CCLA
- Draft complaints, motions, and briefs for hearings, state, or federal court
- Perform factual and legal research and analysis and represent clients in administrative proceedings
- Maintain a caseload as assigned by supervisors
- Participate in local and state-wide systemic advocacy

HC Navigator

- Conduct education and outreach about Medicaid, CHIP, and Marketplace coverage under the Affordable Care Act to individuals in Mecklenburg, Union, and Cabarrus Counties.
- Facilitate health insurance enrollment through one-on-one meetings with consumers in various community locations.
 - Educate consumers about eligibility for health insurance programs and assist with applications for Qualified Health Plans (QHPs), Medicaid, and NC Health Choice (CHIP).
 - Help individuals understand premium tax credits and their potential financial impact.
 - Facilitate plan selection based on the needs of the individual/family or the small business seeking health insurance coverage.
- Conduct in-reach to existing Charlotte Center for Legal Advocacy clients who may qualify for a health insurance affordability program.
- Provide referrals to appropriate agencies, including the North Carolina Department of Insurance, for applicants and enrollees with grievances, complaints, questions, or need for other social services.
- Provide all information and services in a manner that is culturally and linguistically appropriate and ensure accessibility for individuals with disabilities.
- Work with English and Spanish language media (including print, radio, and television) to share information on open enrollment and the availability of in-person assistance.

Qualifications

- Graduate of law school
- NC Bar license or eligible for comity or to take the NC Bar exam
- Spanish proficiency required
- Exceptional negotiation and interpersonal communication skills
- Meticulous, detail-oriented approach to work matters
- Ability to work independently and collaborate well with other team members, when appropriate
- Willingness to adjust work priorities based on community needs
- Up-to-date understanding of the key legal issues relevant to the organization
- Strong interest in both individual and systemic advocacy, litigation experience preferred
- Experience working with low-income communities preferably at a non-profit or community-based organization within a multi-ethnic/multi-cultural environment preferred
- Experience with public benefits eligibility and/or work experience in the health care industry preferred
- Socio-economic and cultural sensitivity and the ability to communicate with persons in crisis or under stress
- Proficiency in MS Office, including Word, Excel, Power Point and Adobe PDF professional
- Able to work nights and/or weekends as needed, particularly between during Open Enrollment, currently November 1st through January 15th
- Must not be licensed to sell insurance or must be willing to cancel such license

Classification

This position is a full-time, salary, exempt position. Charlotte Center for Legal Advocacy offers a generous leave and benefits package and a flexible hybrid work schedule. The annual salary range begins at \$54,900 and may vary depending upon experience and skills.

To Apply

Qualified applications should send a cover letter and resume to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line of your email.

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Kirsten Morris at kirsten.morris@charlottelegaladvocacy.org.

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Family Support and Health Care Program



MISSION. The mission of the Charlotte Center for Legal Advocacy Family Support and Health Care Program is to ensure that low-income children, the elderly, disabled persons, veterans, immigrants, and their families have access to health care and public services.

CASE TYPES. The major problems or issues addressed by this program are access to:

- Medicaid
- Medicare
- Children's Health Insurance Program
- Food Stamps
- Supplemental Security Income
- Social Security
- VA Disability Compensation and Pension
- Child support enforcement services
- Military Discharge Upgrades
- Childcare subsidies
- Work First Family Assistance
- Emergency assistance
- Mental health services
- Benefit diversion
- Quality nursing and rest home care
- Employment supportive services

GOALS AND OBJECTIVES. This program focuses on the following issues:

- 1) Access to quality health care for children and their parents in low and moderate-income families through Medicaid, the Children's Health Insurance Program, and ACA health insurance coverage.
- 2) Improving health care and income support for veterans, individuals with disabilities, and seniors, with a focus on issues involving Social Security, SSI, Medicaid, Medicare, VA benefits, and on improving behavioral health services, care in nursing and rest homes, access to community-based care, services to the HIV-positive population, and managed care.
- 3) Addressing the racial and ethnic biases of public agency policies and practices, including addressing language barriers and other barriers which disproportionately affect people of color.
- 4) Assisting low-income families and individuals in obtaining other public assistance and services they need, including SNAP, TANF, child support enforcement, child care assistance, and other services.

Program representation is designed both to obtain specific relief for the individuals and families who contact the program for assistance, and also to utilize systemic advocacy strategies to change the rules, procedures, and practices of federal and state agencies to ensure access to health care and public services for all affected persons. Measured

outcomes will show the number of persons assisted and the dollar value of benefits or services obtained.