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## **Staff Attorney-Spanish Bilingual**

### **Family Support and Health Care Program**

#### **April 2023**

Charlotte Center for Legal Advocacy (Advocacy Center) seeks a dynamic **Bilingual Staff Attorney who is fluent in Spanish** to join its Public Benefits team within the Family Support and Health Care unit. The Advocacy Center is advancing innovative solutions to make healthcare affordable to all, protect Medicaid coverage, reduce medical debt, increase food security, and ensure equitable policies prioritized by those living with low-incomes. In collaboration with a broad network of partners and community leaders, this work includes policy advocacy, legislative efforts, community education, and legal representation by attorneys.

The Advocacy Center is a non-profit organization providing free or low-cost legal services to people living with low incomes in the Charlotte metro region and surrounding areas. Visit our website at [www.Charlottelegaladvocacy.org](http://www.Charlottelegaladvocacy.org) for more information.

### **Summary**

Under the direct supervision of the Senior Attorney for Public Benefits, the Family Support and Health Care Staff Attorney assists in providing comprehensive legal services, advocacy, and representation to clients, including helping with the application for and maintenance of public benefits for vulnerable individuals. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), direct representation before administrative agencies and civil courts, as well as impact litigation.

### **Responsibilities**

- Develop broad legal expertise in public benefits, specifically SNAP, Medicaid, Social Security, and TANF
- Interview and counsel clients
- Assist with conducting research, reviewing medical records, and evaluating claims based on merit
- Draft and file briefs and complaints, as well as engage in mediation and negotiation to satisfactorily resolve clients' legal issues
- Assist and/or represent clients during the application and appeal process for disability benefits, public benefits, and Medicaid services
- Assist clients in achieving document readiness (e.g., obtaining North Carolina ID card, birth certificates, marriage certificates, etc.) that may impact their ability to obtain benefits and housing
- Work effectively as part of a team that includes attorneys, paralegals, support staff, volunteers, and interns
- Regularly participate in clinics, workshops, and community outreach projects.

## Desired Qualifications

- Graduation from law school
- NC Bar license or eligible for comity or to take the NC Bar exam
- **Spanish language fluency required**
- Strong interest in both individual and systemic advocacy, litigation experience preferred
- Experience working with vulnerable communities preferably at a non-profit or community-based organization within a multi-ethnic/multi-cultural environment
- Highly motivated and passionate about public service work, with a strong socio-economic and cultural sensitivity and ability to communicate with persons in crisis or under stress
- Outstanding verbal and written communication skills
- Able to work nights and/or weekends as needed

## Classification

This position is classified as a full-time, non-exempt position with annual salary beginning at \$54,900, adjusted depending upon experience.

Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, a minimum of 11 paid holidays, and 100% employer-paid professional liability.

## To Apply

Qualified applications should send a cover letter and resume to [careers@charlottelegaladvocacy.org](mailto: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](mailto: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.*