



**charlotte center
for legal advocacy**

justice lives here.

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

Spanish-Speaking Staff Attorney

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in the Charlotte region, 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. More information about the Advocacy Center can be found at our website: www.CharlotteLegalAdvocacy.org.

ROLE:

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.

KNOWLEDGE AND SKILL REQUIREMENTS:

- 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 socioeconomic 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

FAMILY SUPPORT AND HEALTHCARE PROGRAM GOALS:

- Provide 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.
- 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.
- 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.
- 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.

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

SALARY:

This position is a full-time, salary, non-exempt position. The annual salary range begins at \$54,900 and may vary depending upon experience and skills.

REPORTS TO:

The Staff Attorney will report directly to the Senior Attorney for Public Benefits.

BENEFITS:

The 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, 12 paid holidays, and 100% employer-paid professional liability.

REASONABLE ACCOMMODATION:

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 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 Julia Lanham at julia.lanham@charlottelegaladvocacy.org.

EQUAL OPPORTUNITY EMPLOYER:

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 reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

APPLY:

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