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# Family Support & Health Care Program Staff Attorney

Full-Time

## WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to individuals living with low incomes in the Charlotte region, seeks a staff attorney to join the Family Support & Health Care Program. This is an exciting opportunity to have a profound, positive impact on the Charlotte Mecklenburg community through individual representation and broader advocacy work. More information about the Advocacy Center may be found on our website: [www.charlottelegaladvocacy.org](http://www.charlottelegaladvocacy.org).

## ROLE:

The Family Support & Health Care Program Staff Attorney will provide comprehensive legal services, advocacy and representation to clients, including assisting with the application for and maintenance of public benefits for vulnerable individuals and families. Levels of service include advice and counsel, limited action (including negotiations and preparation of legal documents), direct representation before administrative agencies and civil courts, as well as impact litigation. The staff attorney will be responsible for assisting with civil legal matters such as public benefits and health insurance access. The attorney will also engage in community outreach and education.

## RESPONSIBILITIES:

- Develop broad legal expertise in public benefits, specifically SNAP, Medicaid, Social Security, and TANF
- Interview and counsel clients
- Make appropriate referrals to partner organizations
- 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 a part of a team that includes attorneys, paralegals, support staff, volunteers, and interns
- Regularly participate in clinics, workshops, and community outreach projects
- Engage in advocacy work through our community partners, where appropriate

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

A North Carolina bar license, or eligible for comity or to take the NC Bar exam is required. Applicants must be motivated, self-directed, have a strong work ethic, keen attention to detail, and possess excellent legal writing and oral advocacy skills. Good communication and listening skills, the ability to work on a team and alone, adaptability, flexibility, a proven ability to develop rapport and trust with clients, eagerness to learn, openness to evaluation, and an appreciation of diversity are required. Strong interest in both individual and systemic advocacy, litigation experience preferred. Previous work with vulnerable populations, people with serious health conditions, and volunteers; a demonstrated commitment to public service; participation in law school clinics and trial advocacy courses; and knowledge of poverty law are preferred. Proficiency in languages other than English is highly valued.

### **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday – Friday, 8:30 am – 5:00 pm. Occasional weekend and evening available required. Hybrid work schedules are subject to management approval and a probationary employment period.

### **SALARY:**

This position is a full-time, salary exempt position. The annual salary range begins at \$57,645, with an upward adjustment depending upon experience. Salaries increase annually based on a salary scale.

### **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 increasing proportionately with tenure; 15 paid holidays and 100% employer-paid professional liability. Charlotte Center for Legal Advocacy also offers parental leave; life insurance; long and short-term disability insurance; a salary reduction option for a flexible spending account or health savings account; and North Carolina and Mecklenburg County Bar Dues in addition to opportunities for Continuing Legal Education.

## **TO APPLY:**

Submit a cover letter; resume; writing sample (advice letter, legal memorandum or brief); and the names, phone numbers and e-mail addresses of three professional references (preferably individuals who have supervised or managed your work) to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.

***Charlotte Center for Legal Advocacy considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other legally protected status.***

Submission Deadline: Applications will be reviewed on a rolling basis with a preference for applications received by **March 1, 2024**.