

## POSITION DESCRIPTION

**Job Title:** Public Benefits Attorney  
**FLSA Classification:** Exempt  
**Reports To:** Practice Group Director, Deputy Director of Litigation and Executive Director  
**Supervises:** As Assigned

Inland Counties Legal Services, Inc., is a non-profit 501(c)3 organization providing free legal services to low income persons in Riverside and San Bernardino Counties. This is an entry level position for a licensed California Attorney with 0-3 years' experience, although we accept applications from qualified attorneys. MWD/EOE

### **I. DUTIES AND RESPONSIBILITIES:**

#### **A. Purposes of Position:**

Under the supervision of the Public Benefits Practice Group Director, the attorney will provide legal services to eligible clients to ensure the clients obtain the public benefits they are entitled to receive. Candidates shall have a demonstrated commitment to public interest law and social justice advocacy.

#### **B. Specific Duties and Responsibilities:**

1. The Staff Attorney is expected to develop broad legal expertise in public benefits and health law.
2. Play an active role in HDAP including assisting in the development of processes and protocols for referral engagement.
3. Provide representation to clients during the application process for: Supplemental Security Income, Social Security Disability Insurance and Cash Assistance Program for Immigrants as well as other public benefits to which the person may be entitled to.
4. Provide representation to clients during the appeal process for disability and/or public benefits with meritorious claims.
5. Draft legal briefs and memorandums as required for effective representation.
6. Request medical records, organize hearing records, prepare records for hearings, submit records in a timely manner, interact with representatives of the Social Security Administration, Transitional Assistance Department, and interact with clients.
7. Assist clients in achieving document readiness (e.g. obtaining California ID card, birth certificates, marriage certificates etc.) that may impact their ability to obtain benefits.
8. Collaborate with ICLS staff, healthcare providers, and other legal partners including through attendance in bi-weekly HDAP Strategic planning committee meetings.
9. Provide substantive support to paralegal staff and direct client assistance requests.
10. Serve as an escalation point for ICLS staff, medical, or legal partners to address issues related to assistance and direct client referrals.
11. Participate in reporting efforts to track data and outcomes obtained through HDAP via HMIS.
12. Maintain an active caseload composed of direct HDAP client assistance, special emergency referrals, and representation to other persons referred through the 211 Coordinated Entry System. Advocacy may include informal, administrative, and

litigation on Social Security Administration claims, access to health care services, and document readiness.

**C. Supervisors:** Directing Attorney and Executive Director

**D. Supervises:** May include secretaries, Paralegals, law graduates or law clerks

## **II. QUALIFICATION CRITERIA:**

### **A. Education:**

Degree from law school and active member of the California Bar in good standing.

### **B. Work Experience:**

Ability to understand the objectives of poverty law

Prior work experience, paid or volunteer, in legal service office serving low-income clients is considered an asset for employment.

Entry level attorney (0-5 years' experience) who is highly motivated and passionate about public service work, with sensitivity to those in crisis.

Excellent writing, speaking and organizational skills and the ability to communicate effectively with clients, healthcare providers, community organizations, attorneys, the judiciary and the public.

Background in substantive legal areas impacting impoverished communities and experience working with low-income organizations and client groups preferred.

### **C. Language:**

English

Spanish speaking is a desirable asset, but not required

An ability to relate to the client community being served.

INLAND COUNTIES LEGAL SERVICES IS AN  
EQUAL OPPORTUNITY EMPLOYER  
WOMEN, MINORITIES AND DISABLED ARE ENCOURAGED TO APPLY