



Job Description

Job Title: Benefits Legal Assistance Manager

Department: Advocacy

Supervisor: Advocacy Director

Status: Exempt

FTE: 1.00

Salary Range: 34

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: The Benefits Legal Assistance Manager is responsible for the management, oversight and development of the Family Assistance Program, as well as the supervision of the Benefits Attorneys with the program, law student interns and pro bono attorney volunteers. The Manager is the Lead Benefits Attorney and provides direct civil legal representation in administrative hearings and appeals, as well as brief services in the form of advice and counsel and information and referral to persons with low-income who have had state public assistance benefits denied, terminated or reduced. The Manager also conducts community outreach and provides training for community agencies around public assistance benefits. In addition to their responsibilities as Lead Benefits Attorney, the Manager is the point person to funders, collaborators and coalitions for the Family Assistance Program and is responsible for strategic growth and initiative planning for the program.

Essential Responsibilities, Duties and Tasks:

50% Provide legal representation and dispute resolution for DSHS benefits clients including interviewing, investigation, review of case files, preparation of witnesses, settlement negotiation and administrative hearing representation. Research, write and file appeals with the Board of Appeals and King County Superior Court on behalf of clients as needed.

- 15% Hire, train, supervise and evaluate Family Assistance staff including Benefits Attorneys and law student interns and pro bono attorney volunteers. Direct and supervise Attorneys' caseloads and provide on-going support and professional development opportunities. Provide leadership, oversight and support to facilitate day-to-day operations and delivery of services within the program. Conduct weekly staff meetings to review files and documentation. Monitor State Work Study intern program with Seattle University School of Law and University of Washington Law School. Provide necessary support through regular staff meetings and identify and schedule trainings and workshops to enhance skills.
- 10% Develop program policies and procedures to ensure quality service and contractual compliance. Work with staff and contractors to ensure accomplishment of program goals and objectives. Prepare annual Family Assistance Program budget and negotiate multiple fund source contracts for the program. Work with funders to prepare, complete and submit reports required by Federal, State, City and private funding sources and monitor the data collected to ensure contract compliance.
- 10% Provide information and legal advice regarding public assistance programs to callers and walk-in clients. Make referrals to other community resources including food programs, employment resources, government agencies and other legal services providers. Instruct and provide materials to clients who proceed without representation.
- 5% Conduct client outreach and community trainings, including providing information and advice to other community and legal service programs. Develop and foster collaborations with other legal and social service providers. Prepare fact sheets, referral information and other materials for trainings and for the use of other agencies and clients.
- 5% Maintain and monitor internal record keeping systems including client files, intakes, client logs, closing memoranda. Prepare monthly statistical reports and other outcome documentation for program reports.
- 5% Represent Solid Ground and provide leadership and expertise on regional committees, coalitions and task forces relating to public benefits issues and clients, including state and county public benefits meetings. Participate in program, department and agency-wide meetings and committees as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

- A Juris Doctor degree and at least five years of experience practicing law
- Membership in Washington State Bar Association
- Experience conducting legal research and writing
- Experience supervising staff and/or managing volunteers

Minimum Qualifications:

- Excellent communication skills, both oral and written, with an emphasis on legal writing and persuasion.
- Excellent problem solving, facilitation and conflict resolution skills.
- Excellent organizational abilities, initiative and attention to detail.
- Self-motivated with an ability to prioritize and problem-solve.
- Ability to work individually in a self-directed manner and as part of a team.
- Ability to develop collaborative relationships with legal and social service providers.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Knowledge of local community services and resources available to populations served by the program.
- Demonstrated commitment and interest in providing legal services to the low income community.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County.
- Proficient knowledge of computer software, including experience conducting legal research on the internet.
- Ability and willingness to work outside of normal business hours to attend meetings, trainings and client interviews.

Anti-Racism Initiative (ARI) Expectations:

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.

Physical Demands/Working Conditions: This position works in an office setting, performing general office duties 70% of the time and 30% of the time in the field. Employees spend 40% of office time on the computer, 20% of the time answering the phone, and 10% misc. (70% in the office) and 30% of their time in the field. Work outside the office is 25% hearings, client meetings, training and outreach, and 5% driving. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 10 pounds seldom, 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required.

Hours & Compensation: This is a fulltime position paying \$71,406 annually plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan

including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants **must complete the Solid Ground Application Form** specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. **Please attach a cover letter and resume**

Closing Date: 6 December, 2019 at 5 p.m.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status