

Job Title	Elder Law Clerk
Reports to	Advocacy Director of Health and Income Maintenance Unit

Position Summary

Assist the Attorneys in the Health and Income Maintenance Unit provide Legal Services to older adults with a focus on serving especially vulnerable and isolated clients with legal problems related to housing and economic instability, fraud, exploitation and abuse, and the COVID-19 pandemic. The Elder Law Clerk will work as a member of a team including the Project attorneys and an Outreach Specialist.

Functions and Responsibilities

- Conduct intake interviews and follow up interviews with potential and current clients to identify goals, gather facts, assess potential legal issues, and develop case acceptance and strategy recommendations.
- Conduct fact investigations, gathering and analyzing documents, and identifying and interviewing witnesses.
- Conduct legal research and draft legal memoranda.
- Provide Unit clients with legal information, referrals, and advice.
- Draft letters to clients, applicants and third parties.
- Develop content for client education materials including brochures, flyers, questionnaires, etc.
- Develop and help conduct client and community education presentations on topics of interest and relevance to older adults, caregivers and providers who serve them.
- Assist Unit attorneys prepare for and conduct administrative hearings, depositions, trials, and appeals including drafting discovery, pleadings, identifying and preparing witnesses, including expert witnesses and other professionals, organizing exhibits and other documentary evidence, assisting in the development of direct and cross and examination questions, and other related tasks.
- Other duties as may be related to the essential functions and responsibilities of the position.

Qualifications/Requirements

- Commitment to promoting the mission, vision and values of Legal Services of Greater Miami, Inc.
- A strong interest in pursuing a public interest legal career. A passionate commitment to equal justice. A demonstrated interest in poverty law and serving low-income older adults.
- Admitted to an ABA accredited law school and successful completion of the first year of law school.
- Strong legal research and writing skills.
- Client interviewing skills.
- Strong communication, interpersonal, and team player skills.
- Ability to develop written client education and outreach materials.
- Ability to conduct presentations and trainings using virtual technology.
- Strong attention to detail.
- Ability to learn from feedback and supervision.
- Ability to work in a virtual work environment. Self-starter, independent and reliable.