

# Employment Opportunity

Elder Law Attorney  
Seattle Office  
Adjunct Position



*Working for Justice Since 1967*

Columbia Legal Services advocates for people who face injustice and poverty. We seek to achieve social and economic justice for all, using policy reform, litigation, and innovative partnerships to reveal and end actions that harm the communities we serve.

[columbialegal.org](http://columbialegal.org)

## Program Description

Columbia Legal Services (CLS) represents communities facing poverty and oppression, and we use every legal tool available on their behalf. CLS has a special responsibility to serve people whose access to free legal services is restricted due to institutionalization or immigration status. Through impact litigation, policy reform, and innovative partnerships, our staff works together to further our mission to achieve social and economic justice for all, and to reveal and end actions that harm the communities we serve. We share a deep commitment to serve and advocate alongside our clients as we seek justice together.

**Our vision of justice:** when people have the necessary tools and opportunity to achieve social and economic justice, a more equitable and inclusive society is possible. The ideal candidate for any position at Columbia Legal Services will be able to articulate their role in the achievement of that vision.

## Position

Columbia Legal Services seeks a full-time adjunct attorney to support its practice on behalf of low-income clients and to advance systemic reform on behalf of seniors including public benefits, guardianship, housing, long-term care, and access to medical or mental health services, as well as other areas of practice based upon the attorney's experience, such as family law. A willingness and ability to learn these areas is critical to success. This is a full-time, grant-funded, adjunct position that ends on December 20, 2019.

## Responsibilities

- Advocate for low-income seniors through direct representation (including advice and consultation), which may include limited or full representation in administrative or court proceedings.
- Provide community trainings on elder law issues, including preparing written materials for WashingtonLawHelp.org (website providing legal information for the public), and presenting on various topics directly to the senior community or to those who work with seniors.
- Serve as a resource for caseworkers and social workers seeking advice on behalf of specific clients.
- Foster relationships with other legal services organizations, service providers, and the private bar to identify opportunities and execute strategies to advance the law for low-income populations.
- Creatively investigate and identify practices and laws that adversely affect the rights and diminish the benefits of low-income seniors, and devise strategies to address these problems.
- Engage with the community and other advocates to identify needed policy work on behalf of seniors.
- Maintain detailed client records and daily billing records for time spent on projects and cases.
- Track, report, and fulfill expectations from funder to manage grant process.

## Qualifications

- Law degree and license to practice in Washington.
- At least one year of experience working in elder law, or one year of experience working with low-income seniors in the areas of public benefits and housing.
- Ability to analyze complex problems and develop creative, practical, systemic solutions.
- Excellent written and oral communication, research, negotiation, and analytical skills, and superior attention to detail.
- Willingness to work well independently and on a team, prioritize responsibilities, and meet deadlines on time-sensitive projects.
- Cultural competence; experience working with low-income client communities, or immigrant and indigenous populations a plus.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.**

## Compensation

CLS offers a competitive and comprehensive compensation package including generous holiday and paid time off, excellent employee health care benefits, and a transportation benefit. All benefits will be tailored to and prorated to the length of the position. Salary is commensurate with years of experience. The salary for this position begins at \$57,962 (one year of experience). This is a bargaining unit position and is eligible for representation by Washington Legal Workers, our in-house labor union. This is an adjunct position that ends on December 20, 2019.

## Applications

Position is open until filled, with priority given to applications received before June 12<sup>th</sup>. Please note that due to the volume of applications received, CLS is unable to respond to every application. CLS will contact you if we decide to pursue your application. **If e-mailed, please make Elder Law Attorney your subject line. If you are interested in this position, send a cover letter, resume, a legal writing sample, and the completed [Equity Statement](#) to [careers@columbialegal.org](mailto:careers@columbialegal.org) or to:**

Trisa Kern, Director of Program Administration  
Columbia Legal Services  
101 Yesler Way Suite 300  
Seattle, Washington, 98104  
[careers@columbialegal.org](mailto:careers@columbialegal.org)

## Program Policy

Columbia Legal Services is committed to a policy of pluralism and equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. Pluralism refers to the active promotion of mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, education, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental and physical abilities, veteran status, or any other perceived differences. The resulting diversity is both a source of program strength and a matter of fundamental human fairness. If you need a reasonable accommodation for the application process, contact us at 206-464-1122 or [careers@columbialegal.org](mailto:careers@columbialegal.org).