

COMMUNITY LEGAL CENTER
STAFF ATTORNEY-ELDER LAW PROGRAM
JOB DESCRIPTION

JOB SUMMARY: The Elder Law Staff Attorney (“ELSA”) works under the direction of the Executive Director and with the guidance of the MOI between the CLC and the Coordinated Response to Elder Abuse (“CREA”). The ELSA takes referrals of abused seniors from the Family Safety Center/CREA and provides civil legal services to serve the abused senior, within the ELSA’s field of expertise. If the ELSA is unable to represent the abused elder for any reason, the ELSA will make a direct referral to a private attorney and assist with the case as needed. The ELSA will also take on certain pro bono cases when asked by the Executive Director and if schedules permit.

DUTIES AND RESPONSIBILITIES:

- Represents the civil legal interests (often does not mean direct representation of elder) of abused elders
- Represents clients in court. Representation includes, but is not limited to, conservatorships.
- Represents CLC at bi-monthly CREA meetings
- Provides legal assistance to other CREA partners as needed
- Presents educational seminars/CLEs on elder law/conservatorship topics
- Oversees the civil legal community outreach program and maintains partner relationships and calendar of events
- Maintains and organizes client files and forwards statistical data on clients to the office administrator
- Promotes the CLC in the community and attends/promotes fundraisers
- Assists the Executive Director as needed with grant writing for ELSA position
- Other duties as assigned

QUALIFICATIONS:

- Active membership in good standing in the Tennessee Bar
- Excellent written and verbal communication and advocacy skills
- Minimum 2 years as a practicing attorney
- Experience with elder law issues a plus

WORKING ENVIRONMENT: Office environment; evening or variable hours to attend clinics, seminars, or fundraisers

CLASSIFICATION: Full-time, Exempt

SALARY RANGE: Salary to depend on qualifications and experience

SCHEDULE: 8 hour shift, Monday to Friday

BENEFITS: CLC offers health insurance, paid time off, most federal holidays, plus a one-week holiday in December, access to supplemental insurance, free access to an employee assistance program, as well as the opportunity to participate in health care and dependent-care FSAs.

APPLICATION INSTRUCTIONS

Interested applicants should submit a cover letter and resume to Diana Comes, Executive Director, at dianac@clcmemphis.org. Please use “Elder Law Staff Attorney” for the subject line.