

**Greater Wisconsin Agency on Aging Resources, Inc.**  
**Position Description**

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Position Title: Public Interest Elder Law Attorney; Benefit Specialist Supervising Attorney

Reports to: Legal Services Manager

Position Status: Full-Time, Exempt position

**Position Summary:**

The attorney provides legal supervision and training for the elder benefit specialists in an approximately 15-county region within the state. This position is part of the legal services team within the Elder Law & Advocacy Center.

**Essential Job Functions:**

1. Provide legal supervision and training to elder benefit specialists in a designated region of the state.
2. Conduct county site visits and annual performance evaluations of elder benefit specialist staff in the designated region.
3. Develop and maintain an expertise in federal and state public benefits programs including Medicare, Medicaid, Social Security, FoodShare, housing, consumer law, and general civil matters.
4. Research and analyze benefit entitlement and client rights issues as they pertain to the facts of each individual case.
5. Provide direct legal representation to clients in small claims court and at fair hearings.
6. Develop and present materials for the benefit specialists' monthly trainings and newsletter.
7. Comply with reporting requirements as required by funding sources.
8. Develop and update project publications and educational materials.
9. Occasional overnight statewide travel is required with this position. A valid driver's license and access to a reliable vehicle are required.

**Minimum Qualifications:**

1. *Juris Doctor* degree from an ABA-accredited law school and admission to the State Bar of Wisconsin.
2. Demonstrated experience working with people aged 60+, people with disabilities, and/or clients with low-income.
3. Desire to function as an ambassador of the agency in a wide variety of venues and circumstances.
4. Ability to articulate and relay legal concepts to non-attorney benefit specialists in a clear and concise manner.
5. Understanding of and adherence to the Model Rules of Professional Conduct for attorneys.
6. Strong organizational skills with strict adherence to deadlines.
7. Effective communication skills—both verbally and in writing—and a desire to engage in public

speaking and training.

8. Proficiency in email, Internet research, Excel, Word, and creating consumer-friendly publications.
9. Ability to work independently and as part of a team.

**Preferred Qualifications:**

1. Two years of legal experience representing clients in estate planning, elder law, state or federal administrative law hearings, and/or general practice.
2. Experience with public benefit programs such as Medicare, Medicaid, Social Security, etc.
3. Experience working with marginalized communities and traditionally underserved populations.
4. Knowledge and a desire to promote diversity, equity, and inclusion principles.
5. Previous public speaking experience and interest in principles of adult learning.
6. Fluency in other languages desirable.