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

**Position Description**

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Position Title: Benefit Specialist Supervising Attorney

Reports to: Legal Services Manager

Position Status: Full-Time, Exempt position

**Position Summary:**

The Benefit Specialist Supervising 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 located in the Madison office GWAAR Elder Law & Advocacy Center.

**Essential Job Functions:**

1. Provide legal supervision and training to elder benefit specialists in a designated region.
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 litigation.
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 project outreach and educational materials.
9. Occasional overnight statewide travel is required. Access to a reliable vehicle, a valid driver’s license, and proof of insurance 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 low-income clients.
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.
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 general civil litigation and/or fair hearings.
2. Experience with public benefit programs such as Medicare, Medicaid, Social Security, etc.
3. Previous public speaking experience.
4. Understanding of long-term care Medicaid programs such as Family Care and IRIS.
5. Fluency in other languages desirable.