

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

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

Reports to: Legal Services Manager

Position Status: Full-Time, Exempt position

**Position Summary:**

The attorney in this position provides legal supervision, technical assistance, and training for the elder benefit specialists in a 15-county region within the state. This position is within the Elder Law & Advocacy Center and can work remotely from anywhere within the state. Occasional overnight and statewide travel is required.

**Essential Job Functions:**

1. Provide legal supervision, technical assistance, 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 eligibility issues as they pertain to the facts of each individual case.
5. Provide direct legal representation to clients at state and federal administrative hearings and occasionally in small claims court.
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, edit, and update outreach 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, PowerPoint 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 civil legal practice.
2. Experience with public benefit programs such as Medicare, Medicaid, Social Security, etc.
3. Previous public speaking experience.
4. Fluency in other languages desirable.