

JOB DESCRIPTION

TITLE	Medical Legal Partnership Attorney
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Managing Attorney

BROAD PURPOSE

The MLP Attorney will offer trainings for health providers and provide comprehensive legal assistance for low-income patients at the partnering hospital or health clinic. By focusing on cases that promote income growth, housing stability, and personal safety, the MLP uses legal advocacy as a tool to promote social determinants of health.

PRIMARY OBJECTIVES

- Concern for the needs and rights of low-income persons is required.
- The ability to work positively within a law office, supporting co-workers while focusing on high-quality service to clients. It also requires an ability to work in partnership with staff from Medical/Legal Partnership clinic sites.
- Develop relationships with the client and leaders of the communities.
- Rebuild and maintain DNA's partnership with North Country Health Care, to create partnerships with other clinics within our service area and to seek funding to hire attorneys to establish medical legal partnerships with these outlying clinics.
- Educate medical professionals on legal issues facing their patients and develop effective referral process to MLP Attorney.
- Provide comprehensive legal assistance and representation to patients referred to the MLP Attorney from health care providers.
- Represent clients in state court and administrative hearings.
- Effectively conduct intakes and manage caseload based on established priorities with a focus on improving social determinants of health.
- Collaborate with other MLP Attorneys on improving and expanding the goals of the Medical-Legal Partnerships.
- Provide legal advice and assistance to clients.
- This position will split time between MLP administrative and staff attorney work.
- Provide legal advice to individual clients, and general legal information to eligible community groups as well as to the public in general, which may involve travel to outlying communities.
- Perform appellate work. Provide representation to clients for civil cases, appeals, abuse and neglect proceedings, and juveniles (excluding delinquency proceeding). Meet and communicate with clients. Interview witnesses.
- Obtain reports and records. Review police reports, grand jury transcripts, and all other case discovery. Examine evidence and investigate claims.
- Prepare and manage caseloads and assist clients with court ordered classes, or counseling.
- Perform legal research and writing; draft, prepare, and file legal documents and correspondence. Interview defendants to ascertain case facts.
- Arrange pretrial investigations with paralegals and other office staff. Correlate findings and prepare case.
- Summarize case to the jury. Examine and cross examine witnesses. Participate in specialized litigation task forces, both program-wide and statewide.
- The specially trained staff do not represent clients in criminal matters or in cases against the Healthcare facility; however, we may be able to represent clients in the following areas: Medicaid, Medicare, food stamps, TANF, WIC, general assistance, medical insurance, unemployment benefits, Social Security, SSI/SSDI, Housing, Child's school, guardianships, wills.

RELATIONSHIP

- Reports to the Managing Attorney.
- Partners with Executives, Litigators and staff across the Department.
- Liaises with a variety of external government groups including Grantees and associates, NM/AZ/NN Courts, other legal associates, etc.
- Maintains close working relationships with other offices of the DNA and the Department.
- Excel in a fast-paced, dynamic anti-poverty law practice and is capable of fiercely advocating on behalf of DNA-People's Legal Service clients in multiple forums.

QUALIFICATION

- Active member of Arizona Bar Association or ability to waive in to Arizona bar;
- Three years litigation experience preferred;
- Demonstrated commitment to public service;
- Poverty law experience (may include student legal clinics or internships);
- Knowledge of substantive legal issues impacting low-income individuals;
- Ability to work independently and in group settings;
- Excellent written and oral communication skills;
- Proficiency in the use of Microsoft Office programs and willingness to become proficient in using Case Management systems

ACKNOWLEDGEMENT

I have received this job description and have determined that it accurately reflects the position and I can perform these duties.

Print Name

Signature

Date