



**JOB ANNOUNCEMENT
TEMPORARY STAFF ATTORNEY / ELDER LAW**

Senior Adults Legal Assistance (SALA) is a non-profit Elder Law office that provides free legal services to Santa Clara County residents age 60 or older, targeting clients who are low income or at risk of abuse, displacement, or loss of independence. SALA has a staff of six attorneys that specialize in the following areas of importance to our target population: Public Benefits (Social Security, SSI, Medicare, Medi-Cal); Housing; Elder Abuse; Nursing Homes and Alternatives to Institutionalization; Consumer/Finance; and basic Legal Planning for the Future.

SALA seeks candidates for a temporary Staff Attorney during the leave of absence of an attorney on our staff. The position is available from April 2022 through December 2022 and possibly longer depending upon funding.

JOB RESPONSIBILITIES INCLUDE:

- Conduct client interviews remotely by phone, in-person at SALA's Central Office, or at senior centers located throughout Santa Clara County (when SALA appointments are available at these sites);
- Make home visits to homebound or institutionalized clients;
- Provide full range of legal assistance to clients, including court appearances for Restraining Orders;
- Conduct community education or outreach activities virtually or in-person at senior centers or other locations;
- Manage own caseload;
- Administrative responsibilities related to client statistics/reports, time/billing records, and program evaluation;
- Other duties as assigned.

QUALIFICATIONS:

- Member in good standing of the State Bar of California;
- Demonstrated commitment to the needs of the elderly and/or low income populations;
- 1-2 years of experience in the practice of Elder Law or in relevant civil legal services is preferred;
- Bilingual skills in English/Spanish, English/Mandarin, English/Vietnamese or other languages spoken by SALA's target clientele are highly desirable;
- Proficiency in Microsoft Word, Excel, and Outlook;
- California Drivers License and auto liability insurance as required by SALA's funders and insurance carrier.

PHYSICAL REQUIREMENTS:

- Frequent use of computer keyboard;
- Use of office equipment, such as copier, printer, and fax machine.

COVID-19 CONSIDERATIONS: Proof of vaccination required as condition of employment.

SALARY: \$2270.00 bi-weekly (every two weeks). SALA's regular work schedule is 35 hours per week. Paid agency holidays and sick leave. Temporary positions at SALA do not qualify for any other benefits.

APPLICATIONS: Send a resume and a cover letter that explains your interest to: Michele Schroeder, Senior Adults Legal Assistance, 1425 Koll Circle, Suite 109, San Jose, CA 95112 or email to mschroeder@sala.org.

SALA is an Equal Opportunity Employer

SALA's services are funded in part by: Sourcewise · Legal Services Trust Fund Program · Equal Access Fund · California Department of Aging · County of Santa Clara · City of Campbell · City of Cupertino · City of Milpitas · City of Mountain View · City of Palo Alto · City of San Jose · City of Santa Clara · City of Sunnyvale · Silicon Valley Campaign for Legal Services

March 2022