



SeniorLAW Center

Protecting the Rights of Older Pennsylvanians

Elder Victim Legal Advocate (Bucks, Chester and Delaware Counties)

Three separate legal advocate positions are currently available in three separate counties. Each advocate will be based in an office in one county working with an elder victim staff attorney, part of a broader team of attorneys and advocates in other diverse counties.

QUALIFICATIONS: Bachelor's Degree or Paralegal Certificate. Relevant experience in a legal services program or law office. Victim service experience and/or training. Excellent organizational and interpersonal skills. Ability to work under pressure, good writing and research skills. Interest in and ability to work with victims, older people, sensitivity to older people of diverse backgrounds.

RESPONSIBILITIES: The Elder Victim Legal Advocate, under the guidance and supervision of the Director, Victim Services, performs professional duties to assist in the representation of elder victims by the Elder Victim Staff Attorney. The Elder Victim Legal Advocate will focus his/her services in one or more of the counties listed above.

Duties:

Legal Advocacy

- Interview seniors via county intake line or in person to assess issues and determine eligibility for program services.
- Review Legal Health Checklist with victims at intake.
- Provide information and referrals to elders, linking them to other resources and support services, including emergency financial assistance, support groups health services and other resources.
- Provide crisis and follow up counseling for elder victims.
- Assist Elder Victim Staff Attorney in preparing to provide legal assistance and representation.
- Assist elder victims with preparation of and submission of Victim Compensation Claims.
- Complete required paperwork/case management software records on all cases and referrals.

Community Education

- Assist Elder Victim Staff Attorney in presenting legal education workshops to senior citizens to prevent victimization, identify victims and promote self-identification, and provide or refer them to needed services.
- Plan, organize and carry out special outreach and tabling events.

**Additional
Responsibilities**

- Participate in bi-weekly case review meetings.
- Participate in staff meetings.
- Represent SeniorLAW Center at victim coalition meetings as needed.

SeniorLAW Center is an equal opportunity employer and encourages diverse candidates to apply.