



# SeniorLAW Center

Protecting the Rights of Older Pennsylvanians

## **Elder Victim Staff Attorney (Philadelphia)**

### ***Focus on Victims with Limited English Proficiency and Veterans***

Qualifications: Membership in Pennsylvania Bar. Relevant victim services experience in a legal services program or law office. Interest in and ability to work with older people, victims; sensitivity to older people of diverse backgrounds. **Fluency in Cantonese, Mandarin, Vietnamese, other Asian language and/or Russian or other minority language preferred, as is cultural awareness within these communities.** Excellent advocacy and negotiation skills required, as well as good organizational and interpersonal skills. Ability to work under pressure, good writing and research skills. *Experience working with veterans a plus.*

Responsibilities: Perform professional duties in the direct representation of and advocacy for elder victims under the supervision of the Director, Victim Services.

#### Duties:

- A. Project Development
  - a. Work with project team to develop and implement language access policy, brochures, and other materials necessary to service the targeted populations.
  - b. Meet with community organizations to establish relationships and create opportunities for outreach and opportunities for on-site service to targeted populations.
- B. Client Representation
  - a. Provide individual legal advice over the phone and in person. Gather any additional information to render legal opinion or to take case as an extended representation.
  - b. Provide emergency justice related legal assistance, including filing and pursuing protection from abuse petitions and related litigation, revocation and replacement of powers of attorney, filing of and representing clients in ejectment actions, filing of any permissible court action to stop and redress financial exploitation, identity theft, fraud and other financial crimes. Analyze all available civil remedies and options and discuss and pursue as client desires.

- c. Provide information about how any criminal proceedings may impact civil litigation. Where required, work with police and Assistant District Attorneys in pursuit of prosecution of matter.
  - d. Assess holistic legal needs of clients and where necessary refer to appropriate legal resources to attend to those legal needs. Where other programs within SeniorLAW Center can address these legal needs, refer to the appropriate project within SeniorLAW Center.
  - e. Work with elder victim legal advocate to provide appropriate safety planning; including other legal tools necessary to ensure the safety of the victim.
  - f. Assist in preparing informational brochures for clients in native language.
  - g. Complete required paperwork/case management software records on all cases and referrals.
- C. Community Education
- a. Develop and present legal education workshops to senior citizens to prevent victimization, identify victims and promote self-identification and provide or refer them to needed services.
  - b. Plan, organize and carry out special outreach events.
  - c. Coordination with elder victim legal advocate and Director, Victim Services to update website, E-News and other communication tools.
- D. Additional Responsibilities
- a. Participate in weekly case review meetings and other staff meetings.
  - b. Represent SeniorLAW Center at victim coalition, Bar Association, public interest law and other task force and victim service organization meetings as needed.
  - c. Pursue and participate in special legal and organizational initiatives and projects as needed.

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