



MONTANA LEGAL SERVICES ASSOCIATION

Job Title: Staff Attorney, Medical Legal Partnership

Status: Exempt

Supervisor: Supervising Attorney

Location: Helena, Montana

General Description of Position

The Medical Legal Partnership Staff Attorney (Montana Health Justice Partnership) works with health care teams at Community Health Centers across Montana to screen for health-harming legal needs and treat those needs by providing legal services to positively impact a client's health. This attorney provides representation to clients in matters relating to civil legal needs such as housing, family law, public benefits, consumer debt, and civil rights. Representation includes legal advice, limited scope assistance, and full representation. This position works closely with another Medical Legal Partnership Staff Attorney to maintain and develop Community Health Center Partnerships.

Specific Duties

- Travel to partner Community Health Centers to conduct training, hold regular office hours, and provide legal services to address patients' needs.
- Provide orientation and training activities for Health Center partners, including how to make appropriate referrals.
- Interview, advise, and represent eligible clients on civil matters.
- Develop and maintain specialized knowledge of the health-harming legal needs of patients.
- Provide services ranging from brief counsel and advice, to more extended representation on core legal issues affecting patients in the Community Health system.
- Coordinate and support the medical legal partnership, including organizing regular partnership meetings, and assisting with evaluation and data collection.
- Compose correspondence, pleadings and other documents.
- Research the law and prepare memoranda.
- Work with other MLSA staff to recruit, train, and support pro bono attorneys when appropriate.
- Participate in MLSA's statewide initiatives and impact work.
- Implement grant and contract requirements through casework.
- Other duties as assigned by the Supervising Attorney or MLSA Executive Director.

Requirements

- Law Degree and current license to practice law in Montana.
- At least three years' experience in the practice of law preferred.

- Prior legal services experience preferred.
- A willingness to assume a varied case load.
- An understanding of the civil legal needs of low-income people, including the unique needs of populations that experience particular barriers to access to justice systems.
- Knowledge of substantive legal areas affecting low-income people.
- Ability to effectively communicate with and motivate others.
- Ability to work collaboratively with diverse groups of people with varying perspectives, experience, and expertise.
- Ability and willingness to learn and integrate new technologies and methodologies to efficiently perform responsibilities.
- A willingness to establish and maintain effective relationships with clients, the public, judges, court personnel, and the bar.
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm.
- Excellent written and verbal communication skills.
- Excellent attention to detail.
- Ability to work independently in a deadline-oriented environment.
- A “can do” attitude and a willingness to pitch in where needed.
- Strong commitment to insuring equal access to justice.
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs, and computer-based legal research.
- Ability to conduct frequent, overnight travel within the state of Montana.

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

Salary: \$55,000 - \$65,000, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement, and educational loan repayment assistance.

To Apply: Send a letter of interest, resume, and the names of three references by email to hiring@mtlsa.org.

Deadline: Priority will be given to applications received by August 14, 2021. Screening of applicants is ongoing and the position will remain open until filled.