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INTAKE ADVOCATE POSITION DESCRIPTION

Approved 1/27/17

SCLC's mission is to provide accessible legal advocacy to people living with physical and mental disabilities so that they may obtain the resources necessary to overcome barriers to financial and medical stability. We further our mission through targeted advocacy projects that help people with Social Security disability problems. We believe that advocacy to address our constituents' short term problems must be accompanied by advocacy for long term changes to address the root of the problem.

About Our Programs:

The Disabled Homeless Advocacy Project (DHAP) was launched in April 2006 to address a well-documented need for SSDI/SSI representation for homeless individuals. DHAP delivers legal aid "in the field" at local shelters, libraries, and sites accessible to the homeless population. DHAP helps provide the accommodations, resources, and encouragement necessary to help keep homeless clients engaged in medical treatment and in their disability claim.

Social Security Advocacy Project (SSAP) is dedicated to assisting people with disabilities who are unable to obtain representation due to the nature of the problem they are having with their Social Security benefits. Clients have a difficult time finding representation in overpayment, reduction, cessation, and termination matters. We call these with post-entitlement issues.

About the position:

The position will provide opportunity to engage with clients of diverse backgrounds to collect vital information to assist the intake process of DHAP and SSAP. Volunteers will engage in telephone or in-person interviews to complete client intakes using Legal Server. Working independently under general supervision this position will require:

Minimum Time Commitment: 6 months – 4 hours per week. Or, 1 semester or quarter depending on school calendar. If you are fulfilling school requirements, SCLC will work with your academic requirements.

Qualifications:

- Interest or Experience completing intakes
- Telephone experience preferred
- Effective verbal and written communication skills
- Knowledge of general office equipment
- Skill using current MS Word and Office, email, and database programs
- Skill in time and project management
- Interest and experience in working people from diverse backgrounds, and experience with issues like homelessness and physical and/or mental disabilities
- Ability to work independently and exercise good judgment
- Ability to effectively utilize telephonic interpreters, or proficient in languages other than English
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Applications are considered on a rolling basis. Interested individuals can send an email with attached resume and a cover letter that explains: (1) why you are interested in SCLC; (2) whether you have a preference of which program you would like to participate in, and (3) the amount of time per week you are interested in volunteering. Materials can be sent to alex@seattlecommlaw.org.