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**POSITION DESCRIPTION**  
**POLICY & ADVOCACY EXTERN**  
Approved 1/30/17

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**

**Advocacy.**

The position will provide opportunity to engage with clients of diverse backgrounds through SCLC's intake process. Intakes will be performed over the telephone and in person at specific outreach locations identified by SCLC staff. The extern may have opportunities to provide brief legal advice over the telephone under the supervision of their supervising attorney.

**Policy.**

The position will provide opportunity for the student to engage in rule making processes at the local, state, and national level. It will also provide opportunity for the student to perform research to build policy papers on issues faced by people with disabilities, recipients of SSI/SSDI, and people facing homelessness. The staff and setting of SCLC provide a fantastic learning environment to further your education while impacting the community.

Minimum Duration of Commitment: 1 school period (semester or quarter depending on school's calendar). The amount of time spent weekly will vary depending upon your schedule, the law school, and the number of credits you are seeking to fulfill.

**Qualifications:**

- Excellent time management
- Demonstrated commitment to social justice
- Interest or experience working with people living with mental and physical disabilities
- Interest or experience working with people experiencing homelessness
- Excellent written and verbal communication skills
- High degree of emotional intelligence
- Proficiency in languages other than English (helpful but not required)
- Ability to work independently and on a case-team of two or more people
- Solutions based thinker

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) why you prefer a policy and advocacy experience rather than a direct service experience, and (3) the amount of time per week you are interested in spending at SCLC. Materials can be sent to [alex@seattlecommlaw.org](mailto:alex@seattlecommlaw.org).