



**Benefits Law Center**  
Social Security Advocacy

1404 E. Yesler Way,  
Suite 203  
Seattle, WA 98122  
(206) 686-7252  
Fax (206) 903-0675  
[www.benefitslawcenter.org](http://www.benefitslawcenter.org)

## **BLC STAFF ATTORNEY POSITION DESCRIPTION**

Benefits Law Center (BLC) seeks an attorney with 0-6+ years of experience to join our team and our mission. This is a full-time position, exempt under the FLSA. The staff attorney will provide high-quality Social Security advocacy to low-income people living in King County. The BLC staff attorney will be responsible for independently managing an active caseload, maintaining active relationships with community partner outreach locations, and mentoring volunteers.

BLC is a compassionate legal services organization, committed to delivering: high-quality trauma informed advocacy centered on client needs; honor for the humanity of every client; and a continually inclusive and collaborative environment for all. We make direct legal representation in Social Security matters accessible to low-income community members in King County. We deliver on our mission through targeted community lawyering projects that help people obtain and maintain access to Social Security benefits. BLC builds workable advocacy plans for clients that face poverty, language barriers, homelessness, limited transportation, and mental illness.

### **Responsibilities**

- The staff attorney will establish 3-5 relationships with community partner locations throughout King County. The staff attorney will deliver legal services to clients from these locations where our clients are already engaged with providers of other types of human services. Building and maintaining these community partner relationships includes: coordinating community connections, conducting trainings, conducting ongoing outreach, delivering legal aid onsite, and continually building a network of support for BLC clients in their communities.
- The BLC Staff Attorney is responsible for maintaining an active caseload, scheduling meetings with clients, performing intakes, discovery, filing agency related paperwork, developing the evidentiary record, formal and informal written advocacy, oral advocacy, and regular pro-active and diligent 1:1 client communication in person and on the telephone.
- The BLC Staff Attorney will be a person who is enthusiastic about traveling daily from site-to-site for the purpose of meeting clients where they are. It will be necessary to have clear capacity to make quick transitions from travel to casework.
- Travel and occasional work in the evenings and on weekends will be necessary. The successful candidate will be a person who is enthusiastic about traveling from site-to-site for the purpose of meeting clients where they are. It will be necessary to have clear capacity to make quick transitions from travel to casework.
- As part of BLC and the Alliance for Equal Justice, the attorney will also contribute to BLC's culture of philanthropy by actively increasing awareness and community interest in BLC and civil legal aid.

### **Qualifications**

*Benefits Law Center is a 501(c)(3) organization that provides Social Security advocacy to people with disabilities who are homeless or low income. BLC's EIN is 91-1866898.*

- 0-6 years of experience practicing law
- Demonstrated capacity to effectively develop case theories
- Ability to juggle multiple ongoing projects effectively
- Exercise good judgement under stressful situations
- Demonstrated ability to manage a large caseload
- Washington State Driver's License
- Bilingual applicants are highly encouraged to apply
- Member of the Washington State Bar
- Experience and/or commitment to serving individuals with physical and mental disabilities as well as members of the community who are low-income or homeless.
- Clear capacity to make quick transitions from travel to casework

### **Commitment To Diversity**

BLC is an anti-racist organization. Our commitment to inclusion is based in our belief that a diverse workforce and inclusive workplace culture enhances our ability to fulfill our mission. We strongly encourage applications from people who have experienced living on a fixed income, engaging with Social Security, living with a disability, and/or unstable housing.

Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

### **Compensation and Benefits**

This is a full-time exempt position that is typically performed onsite at BLC and from field locations. Salary: \$66,000-99,000 annually DOE. BLC offers employees 105 hours of paid vacation and two floating holidays annually, all federal holidays off, paid health-related leave, medical benefits, retirement benefits, a compelling mission, paid WSBA dues, financial support for attending CLEs relevant to the work of BLC, and fantastic co-workers.

### **To Apply**

To apply, submit a resume, a short writing sample, and a letter of interest explaining why your lived and professional experience make you a great fit for this position. Submit materials via email to Huy Nguyen at [huy@benefitslawcenter.org](mailto:huy@benefitslawcenter.org) with the subject line "Staff Attorney Application". Applications will be accepted until the position is filled. Our first review of applications will begin on November 1, 2023. Please reach out to Huy if you have questions.