



ADMINISTRATIVE OFFICE

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February 2, 2012
JOB ANNOUNCEMENT

TEMPORARY ATTORNEY SOCIAL SECURITY & PUBLIC BENEFITS SPECIALISTS FOR DISABLED REENTERING OFFENDERS

Contingent on obtaining funding, Legal Action of Wisconsin, Inc. anticipates hiring 8 full-time staff attorneys who will specialize in obtaining Social Security and other public and health care benefits for mentally and physically disabled reentering criminal offenders. These temporary attorney positions are available immediately and will end on June 30, 2012.

Legal Action has offices in: Green Bay, La Crosse, Madison, Milwaukee, Oshkosh and Racine. Please state your preferred location. We will be flexible in office placement.

LEGAL ACTION OF WISCONSIN, INC. : Legal Action of Wisconsin, Inc. is a non-profit law firm funded by the federal Legal Services Corporation and many other public and private sources. Legal Action provides civil legal services to low-income persons in Wisconsin's 39 southern counties. (The project to serve disabled reentering offenders will likely include work in northern Wisconsin as well.) Legal Action has offices in Milwaukee, Madison, Racine, Oshkosh, Green Bay, and La Crosse. In addition, Legal Action operates a statewide migrant farm workers project. Legal Action attorneys have expertise in a range of substantive law areas, but the majority of our direct representation is in the areas of law that affect poor people most – housing; public benefits, work supports, and income maintenance; removing civil legal problems that are barriers to work; and family law for domestic violence victims. Legal Action attorneys specialize in specific areas of poverty law, maintain a direct service caseload on behalf of individual clients, and engage in law reform litigation and other impact work.

DISABLED OFFENDERS ECONOMIC SECURITY (DOES) PROJECT: Research has shown that disabled reentering offenders are more stable and less likely to reoffend and be homeless and that communities are safer when they get and keep Social Security and health care and other public benefits as quickly as possible upon release from prison. Legal Action anticipates receiving a contract from the State of Wisconsin's Department of Corrections for a project that will provide lawyers to disabled reentering offenders so that they can obtain and keep Social Security and health care and other public benefits. The project is an extension of a similar but smaller-scale pilot project that Legal Action conducted from 2004 – 2009 in three Wisconsin prisons with funding that was provided by the Social Security Administration.

Green Bay Office Brown, Calumet, Door, Kewaunee, Manitowoc and Outagamie Counties | tel 920-432-4645 | toll-free 800-230-1127 | fax 920-432-5078
La Crosse Office Buffalo, Crawford, Grant, Jackson, Juneau, La Crosse, Monroe, Richland, Trempealeau and Vernon Counties | tel 608-785-2809 | toll-free 800-873-0927 | fax 608-782-0800
Madison Office Columbia, Dane, Dodge, Green, Iowa, Jefferson, Lafayette, Rock and Sauk Counties | tel 608-250-3304 | toll-free 800-362-3904 | fax 608-250-0510
Migrant Project Statewide | tel 608-256-3304 | toll-free 800-362-3904 | fax 608-256-0510
Milwaukee Office Milwaukee and Waukesha Counties | tel 414-278-7722 | toll-free 888-278-0633 | fax 414-278-7126
Oshkosh Office Adams, Fond du Lac, Green Lake, Marquette, Ozaukee, Sheboygan, Washington, Waushara and Winnebago Counties | tel 920-233-0521 | toll-free 800-230-1128 | fax 920-233-0307
Racine Office Kenosha, Racine and Walworth Counties | tel 262-635-8836 | toll-free 800-242-5840 | fax 262-635-8838



KEY RESPONSIBILITIES: Legal Action's DOES project attorneys will provide quality and aggressive representation of disabled reentering offenders and will perform all duties associated with such representation and the DOES project. This representation will focus on public benefits and Social Security law and will include but not limited to: assisting project clients in applying for benefits (Social Security and health care and other public benefits); developing medical records to support their applications for benefits; and providing advocacy when Social Security and health care and other public benefits are denied. DOES project attorneys will be expected to stay abreast with the law as it changes and develops, particularly in the areas of Social Security and health care and other public benefits. In addition to following Legal Action's policies & procedures and Supreme Court rules governing the practice of law, project attorneys will follow DOES project operational protocol to receive client/case referrals, conduct intake, work with project clients, and other tasks. Project attorneys will also share responsibility for developing and maintaining productive working relationships with other Legal Action staff, Wisconsin Department of Corrections and Community Corrections staff, state and local bar associations, community and human service organizations, and others. Attorneys may also be called upon to provide training and other assistance to members of Legal Action's Volunteer Lawyer Project. Finally, each attorney will attend quarterly meetings of Legal Action's Public Benefits Law Priority Committees and may be assigned to participate in other Legal Action Priority Committees, such as Housing, Employment, Consumer, or Family.

TARGET POPULATION & WORK WITHIN CORRECTIONAL FACILITIES: DOES project attorneys will be working with persons who have been prosecuted for a criminal offense(s) and who are housed in one of Wisconsin's correctional facilities or are under community supervision and who are mentally and/or physically disabled. Project attorneys will be delivering legal services in correctional facilities and prisons on a regular basis.

OTHER DUTIES: Other duties may be assigned from time to time.

TRAVEL REQUIREMENTS: The DOES project will involve frequent travel for all project staff. We anticipate that project attorneys – regardless of the Legal Action office where they are housed –will travel at least two times per week to State of Wisconsin prisons and correctional facilities and offices, and other sites.

TRAINING: The amount and structure of training that will be provided to DOES project attorneys will be individually determined by the project attorney's experience and level of knowledge of Social Security and health care and other public benefits law.

SUPERVISION: Project attorneys must meet Legal Action's high standards of written and courtroom advocacy. The DOES project attorneys will be expected to comply with Legal Action's existing attorney performance standards, personnel policies, and project operating protocol (to be developed) and the Project and Assistant Project Directors will use these standards, policies, and protocol to supervise legal work and overall job performance. DOES project attorneys will participate in regular reviews of all case work with the Project Director, Assistant Project, and/or other project attorneys.

LEGAL ACTION PERSONNEL POLICIES & PROBATIONARY PERIOD: These positions are governed by the Legal Action of Wisconsin, Inc. Personnel Policies which are subject to unilateral change by the Legal Action Board of Directors. DOES project attorneys will be subject to a probationary period of up to one year. In addition, as with any Legal Action position, there is no guaranteed period of employment and employment is "at will", subject to termination at any time.

As a condition of your employment on the DOES Project, the attorney must pass a Pending Charge and Conviction Security Check conducted by the Wisconsin Department of Corrections (DOC). In addition, DOES Project employees will be required to adhere to a Fraternalization Policy and Staff Sexual Assault Policy.

QUALIFICATIONS:

Legal Action will consider the applicant's:

- 1/ knowledge and understanding of the civil legal problems and needs of disabled persons, reentering offenders, disabled reentering offenders, and/or low-income persons;
- 2/ commitment to providing free, high-quality, and aggressive civil legal services to such persons;
- 3/ prior legal or other work in the client community or in other firms and programs providing help to the poor;
- 4/ ability to communicate with persons in the client community who speak a language other than English as their principal language (eg: Spanish);
- 5/ cultural affinity with the client community;
- 6/ academic training;
- 7/ knowledge of and/or experience with state and federal law and procedure but particularly with Social Security and/or other public benefits law;
- 8/ ability to communicate orally and in writing in a clear and concise manner;
- 9/ ability to work harmoniously with others; and
- 10/ the nature and extent of other legal experience and knowledge.

SALARY & BENEFITS: Starting salary depends upon experience and qualifications, with a minimum starting salary of \$35,727. These positions include a full fringe benefit package with health, dental, life and long-term disability insurance, a retirement plan, plus four weeks of vacation leave per year.

HOW TO APPLY: Persons interested in applying for this position should submit the following items:

- 1/ cover letter
- 2/ resume
- 3/ names and contact information for 3 references
- 4/ writing sample
- 5/ law school transcript (if a recent graduate)
- 6/ a clear indication of the office(s) in which the person is able to work. Please see the listing at the top of the job description for the available offices. Applicants may indicate this information in the opening paragraph of the cover letter and/or in the subject line of the email.

Applicants may email these items to doesprojecthiring@legalaction.org or mail them to:

**DOES Project Attorney Hiring Committee
Legal Action of Wisconsin, Inc.
230 West Wells St., Room 800
Milwaukee, WI 53203**

When using email, all attachments must be in PDF.

DEADLINE TO APPLY: February 15, 2012.

Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action Employer.