



**STAFF ATTORNEY
(Full-time)**

Legal Aid Services of Oklahoma (LASO) is seeking a full-time staff attorney for our Medical-Legal Partnership with the Eastern Oklahoma VA Health Care System (EOVAHCS). This position will be in partnership with EOVAHCS to assist Veterans and their family members with their legal needs. Referrals to LASO attorneys will originate from EOVAHCS. An MLP is a unique collaboration between health care providers and legal providers. MLP programs strive to provide resources to address certain legal components of fundamental social factors that impact a person's health and ability to thrive. LASO will be responsible for training on substantive issues and LASO protocols.

This position will house out of the Tulsa Law Office with an expectation of on-sight assistance to EOVAHCS at the Ernest Childers Department of Veterans Affairs Outpatient Clinic in Tulsa. Expectation is two days a week at the Veterans Clinic in Tulsa. Occasional travel to the Muskogee VA Health Care System may also be needed.

QUALIFICATIONS:

Juris doctorate from a certified law school.

Oklahoma Bar membership or eligibility to take and pass the next Oklahoma Bar exam.

LEGAL ADVOCACY:

This staff attorney will assist with a broad range of civil legal services. This attorney will provide counsel and advice as well as full representation of eligible clients referred by EOVAHCS. Areas of legal advocacy include family, housing, consumer, employment, and disability law.

Excluded services included: Criminal cases, personal injury, malpractice, worker's compensation, traffic violations, private pension cases, and representation of landlords in eviction matters.

DUTIES AND RESPONSIBILITIES:

- Provide high quality legal assistance to eligible clients.
- Carry a caseload of approximately 40 cases.
- Provide full representation on at least half of caseload.
- Provide training to EOVAHCS staff on LASO referral protocols.

- Provide training to EOVAHCS employees and patients on listed topics.
- Perform intake interviews for applicants and assist in screening of clients for eligibility for full representation.
- Support, promote, and participate in community education, outreach and developing good public relations with EOVAHCS.
- Treat clients with respect and show true empathy.
- Attend weekly MLP staff meetings.
- Comply with all applicable regulations, policies and grant requirements.
- Maintain the highest ethical standards as a member of the State Bar and stay current with updates and changes to the law.
- Ensure that all applicable client files, data and reports are accurate and complete.
- Demonstrate knowledge and expertise of the law and legal system.
- Embrace and support the Organization's overall mission, standards, policies and procedures, and confidentiality guidelines.
- Perform other duties and projects as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills.
- Strong interpersonal skills: able to work well with a wide range of people.
- Strong legal research skills
- Strong ability to prepare for and present evidence at trial.
- Strong organizational and time management skills.
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Good follow through.
- Good analytical skills.
- Good problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Able and willing to continue professional development.

PHYSICAL REQUIREMENTS:

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Frequent lifting (up to 10 pounds of paper supplies or minor office equipment).

- Driving to client locations and other sites as needed.

APPLICATIONS:

Submit your resume and cover letter by email to tara.zinn@laok.org.

LASO is an Equal Opportunity Employer