

SOUTH JERSEY LEGAL SERVICES, INC.

DOUGLAS E. GERSHUNY, ESQUIRE
Executive Director

ANN M. GORMAN, ESQUIRE
Deputy Director

KENNETH M. GOLDMAN, ESQUIRE
Director of Litigation & Advocacy



ADMINISTRATIVE OFFICE
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FOR IMMEDIATE PUBLICATION

POSITIONS AVAILABLE

Date: October 8, 2020

Job Title: Benefits Law Coordinator – Management

JOB SUMMARY:

Under the direction of the Executive Director and SJLS executive team, the Benefits Law Coordinator works with SJLS managers and staff in providing high quality legal service to SJLS clients in a variety of government benefits law matters affecting poor people and their families, identifies systemic and institutional issues affecting SJLS clients in benefits matters and coordinate program-wide strategic initiatives and/or litigation to address those issues, litigates benefits law cases in administrative, state and federal trial and appellate courts as lead and/or co-counsel in coordination with attorneys in SJLS local offices, provides support and training to SJLS attorneys on benefits matters, works with Legal Services of New Jersey, including participating in state-wide task forces and strategic initiatives as appropriate, and acts a liaison between SJLS and the local community and bar associations.

DUTIES & RESPONSIBILITIES:

- Provide direct representation to clients as lead or co-counsel in a variety of benefits law matters including WorkFirst NJ, TANF, GA, SNAP, Medicaid, Medicare, Emergency Assistance, SSI, Unemployment, Veterans Benefits, TCC, NJCK, and other benefits affecting poor people and their families;
- Participate in group representation where appropriate;
- Participate in staff, working group, and case strategy meetings;
- Work with the Director of Litigation & Advocacy and SJLS staff others in planning, developing and litigating significant impact cases throughout the program service area at the administrative, state and federal courts, including affirmative litigation and appeals;
- Assist in developing, coordinating and providing necessary training in benefits law practice;
- Serve as a resource on benefits law matters to other staff;
- Participate in community outreach and community legal education;
- Develop new ideas and methods to provide service to clients;
- Supervising staff as is appropriate;
- Developing legal education activities in the Legal Services and local Bar communities;

- Preparing or assisting in preparation of reports as needed;
- Timekeeping;
- Attend and actively participate in management meetings;
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS:

- A minimum of 10-years' experience handling cases involving complex benefits matters, including litigation and appeals.
- Graduation from an accredited law school;
- Admission to the Bar of New Jersey preferred but not required. Must be a member of the Bar in any State and/or be eligible and willing to take the next available New Jersey Bar Exam;\
- Ability to relate to low income clients and groups with demonstrated interest in poverty law issues and/or public interest service.

APPLICATION PROCEDURE:

Qualified applicants with an interest in this position should send resume, writing sample and cover letter expressing interest in this position to: Brittani Morris, PHR, SHRM-CP, Director of Human Resources, South Jersey Legal Services, Inc. 745 Market St. 2nd Floor, Camden, NJ 08102 or via email at BMorris@lsnj.org.
EOE/AA Employer.