

Pro Seniors Seeks 2018 Summer Law Student Intern Volunteers

Pro Seniors seeks two student interns to volunteer as unpaid interns. These positions are open to 1Ls, 2Ls, and 3Ls and are open until filled.

No phone calls please.

To apply, email resume and cover letter to: mbarnes@proseniors.org

POSITION DESCRIPTION

Title: JD Law Student Intern Volunteer

Reports To: Staff Attorney

Organization:

Since its founding in 1975, Pro Seniors has served Ohio's senior population of age 60 and older by providing a wide variety of no-cost services, including legal assistance and advocacy services. Pro Seniors' mission is to enhance the independence and quality of life of older adults by empowering them, by protecting their interests and by facilitating their access to resources. A key component of Pro Seniors' mission is to enhance the independence and quality of life of older adults by helping them resolve their legal problems.

Duties and Responsibilities:

Pro Seniors hosts student intern each summer who volunteer or may have funding for public interest fellowships. Although unpaid, Pro Seniors does reimburse for business travel and expenses. The law student(s) serving at Pro Seniors will assist the Pro Seniors' legal staff in representing low and moderate income seniors with Medicaid, Medicare, public benefits, pension, consumer, housing and other legal issues. The student will work under the general supervision of a Staff Attorney.

The student intern is required to work a minimum of 50 hours, or more as dictated by the student's fellowship. A student can also seek an internship as part of their curricula through their law school.

Pro Seniors makes every effort to include the law student in all areas of our legal practice including client interaction, pleading and motion drafting, discovery, hearings, trials, settlement negotiations and appeals. These actions offer a law student a wide variety of legal practice experience.

The Law Student will be responsible for a multiplicity of work which may include, but is not necessarily limited to, the following:

- 1) Interviewing clients, including client intake;
- 2) Conducting factual investigations for cases;
- 3) Gathering, organizing, and reviewing documents;
- 4) Conducting legal research and drafting memoranda, pleadings and motions;
- 5) Representing clients at administrative hearings;
- 6) Providing other litigation assistance to staff attorneys;
- 7) Developing and maintaining a good understanding and working knowledge of relevant substantive areas of law and community resources;
- 8) Drafting community education materials;
- 9) Assisting with agency development activities;
- 10) Comply with required administrative tasks, including accurate completion of time records, case records and reports for funders; and
- 11) Perform other reasonably related duties as assigned by the Supervising Attorney or Managing Attorney.

Experience and Qualifications:

Candidate must demonstrate excellent writing, editing and oral communication skills. Candidate must be dependable, competent and trustworthy. Candidate will be required to use Microsoft Office applications at an intermediate level, as well as internal case management and other applications. It is recommended that Candidate have an automobile.