



**Advocacy & Benefits Counseling for Health, Inc.**  
*Serving Wisconsin Families Since 1994*

ABC for Health, Inc. **POSITION DESCRIPTION**

<i>Position</i>	<b>Staff Attorney</b>
<i>Hours</i>	Full time, Salary. ABC for Health, Inc., is an affirmative action employer
<i>Compensation</i>	Dependent on experience, generous fringe benefits

**POSITION SUMMARY**

ABC for Health is a public interest law firm that helps low-income clients connect to health care coverage and services in Wisconsin. A Staff Attorney is an entry-level attorney position at ABC for Health, with opportunities for growth and advancement. The Staff Attorney provides client advocacy services to individuals and families seeking to obtain, maintain or finance health care coverage and services. The position requires at least a 1-year commitment. The Staff Attorney reports to ABC for Health's senior legal staff. Some travel to local health care providers to meet with patients may be expected.

- Assists with direct client services activities
- Conducts health benefits screening interviews with individuals and families
- Assist with client billing and billing reports and participate in the direct representation of provider-referred clients having health care access or financing problems.
- Provide legal representation and advocacy services, education and consultation.
- Monitor and facilitate triage of new cases inside the firm and monitor workflow to ensure timely follow up.
- Participate on the My Coverage Plan team, assisting with rule writing or recommending upgrades to client services database
- Take on supervisory responsibilities of legal intern students or select client services staff
- Help with publication development and editing and general grant-writing, fundraising and development work.

**DUTIES AND RESPONSIBILITIES**

- Conduct initial intake interviews with clients/callers seeking help and identify questions and desired relief. Help gather information necessary to determine eligibility for health coverage programs. Client interviews may be conducted over the phone or in person.
- Support Health Benefits Advocates, Counselors, and attorneys with client work and coordination with local hospitals, including billing office coordination and support.
- Provide clients with information, referrals and counseling to help them identify financing resources, obtain public health benefits such as Medical Assistance, and maximize benefits available under health insurance and HMO plans.
- Provide information and referrals to help clients with issues outside of agency scope.
- Provide direct legal services to low-income clients having health care access or financing problems. Prepare and maintain client files, assure documentation of client-related activities and communications, and assist with data entry of case information.
- Supervise the initial client intake interviews, identify the issues presented and the relief desired, and assure proper data collection needed to evaluate eligibility for assistance programs. Prepare caseload statistics.
- Provide counsel to weekly case and client services meetings.
- Help manage provider contracts and relationships.

Phone: (608)261-6939  
Fax: (608)261-6938

**ABC for Health, Inc.**  
32 N. Bassett St.  
Madison, WI 53703

Email: [info@safetyweb.org](mailto:info@safetyweb.org)  
Online: [abcforhealth.org](http://abcforhealth.org)



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- Record information in Advocus (client services screener/database) and closely monitor case management tasks, and facilitate database maintenance. Report on case status at weekly case meetings.
- Compile client services statistics for progress reports.
- Monitor case trends for public policy issues and participate in system reform efforts that may involve research and writing of policy reports, public speaking, and testifying at public hearings.
- Help prepare ABC for Health and HealthWatch Wisconsin training publications and review for readability and accuracy. Review consultation services materials and public outreach campaigns and related promotional materials for same.
- Participate in training, publication development, and fundraising activities of ABC for Health.
- Assist Health Benefits Advocates and Counselors as needed.
- Participate in general office support, operations, and maintenance.
- Coordinate with HealthWatch Wisconsin activities, priorities and events.
- Other duties as assigned by supervisor

#### **KNOWLEDGE AND SKILLS REQUIRED**

- License to practice law in the State of Wisconsin.
- Knowledge of laws and regulations governing insurance contracts and public benefits programs
- Legal research and writing skills and court filing/e-filing experience.
- Knowledge of training and outreach services at ABC for Health
- Knowledge of health care financing resources and issues.
- Understanding and empathy for people struggling to secure health care coverage and services
- Excellent record keeping, organizational skills, and attention to detail.
- Excellent written communication and interpersonal skills.
- Knowledge of Microsoft Office Suite and able to use an Access Database.
- Service industry phone and personal customer experience helpful
- Familiarity with community's health and social service programs helpful
- Ability to work independently with a positive "can do" attitude is a must!