



Job Description

Position: Elder Law Attorney

Reports to: Executive Director

Location: Glenwood Springs, Colorado

Responsibilities

- Represent older adults (60+), including those from indigent and underserved populations, in legal matters such as: Estate planning (wills, trusts, powers of attorney, advance healthcare directives); Guardianships and conservatorships; Public benefits advocacy; Elder abuse and financial exploitation
- Provide legal representation at hearings, trials, and administrative proceedings.
- Draft legal documents, such as motions, briefs, and transactional agreements, and conduct thorough legal research to support client representation.
- Screen and assess the legal needs of clients from diverse backgrounds, including indigent individuals, to determine eligibility and appropriate services.
- Investigate legal claims and address financial and legal documentation issues for aging adults.
- Deliver community workshops and educational presentations on elder law topics, including public benefits, elder abuse prevention, legislative updates, and estate planning.
- Collaborate with senior centers, healthcare providers, and community organizations to ensure older adults have access to critical resources and support systems.
- Build partnerships with local organizations and service providers to enhance access to justice for older adults.
- Participate in regional coalitions focused on elder justice and systemic reform to address aging-related legal issues.
- Supervise and mentor interns, volunteers, and pro bono attorneys to expand service capacity as needed.
- Maintain accurate and detailed client records using ALS's case management system.
- Assist in collecting data and preparing reports to support program evaluation and grant compliance.

Education and Experience Requirements

- JD from an accredited law school and licensed to practice law in Colorado.
- A minimum of two years of legal aid service or equivalent preferred. Should have a demonstrated understanding of laws impacting older adults and the civil litigation process necessary to protect and support vulnerable older adults.
- Strong leadership, management, litigation and organizational skills. Requires excellent interpersonal and communication skills, good judgment, and professional demeanor. Must be able to work independently within a team setting. Ability to speak Spanish a plus.

Working Conditions

- Remote hybrid work available but attorneys must reside in the Parachute to Aspen region.
- Attorneys use personal computers and other office equipment such as telephone, printer, copying machine, etc.

- Sitting, standing, bending, stooping, and reaching. Frequent lifting up to 20 pounds. Manual dexterity sufficient to operate standard office machines. Normal range of hearing and vision. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Attorneys must be able to: Deal with stress associated with fast-paced work environment and multi-tasking; Formulate decisions and act upon them; Adapt to changing work situations; Grasp and apply new ideas. Communicate with various personalities at all levels; Maintain confidentiality of all sensitive information. The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Travel (via car or bus, as appropriate) may be required to other offices of the organization or to court.

Compensation

\$77,000 - \$119,000, depending on experience, plus a \$500 monthly health insurance stipend (employer-provided insurance is available), 401k, and accumulated paid-time off

How to Apply

Interested applicants should send a cover letter and resume with at least three professional references to: office@alpinelegalservices.org

Additional Information

Alpine Legal Services is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.