

LAW FOUNDATION OF SILICON VALLEY
MENTAL HEALTH ADVOCACY PROJECT/HEALTH LEGAL
SERVICES

Job Description
Contracts Coordinator/Office Manager

PROGRAM DESCRIPTION:

LAW FOUNDATION OF SILICON VALLEY

With over 70 employees, the Law Foundation is the largest provider of free legal services in the South Bay. Located in downtown San Jose, the Law Foundation is a dynamic and interesting place to work. We pride ourselves on fostering a work environment that is motivating, collaborative and fun, with plenty of opportunities for professional growth. The Law Foundation is a non-profit organization that is the umbrella for five free legal services programs, including Mental Health Advocacy Project (MHAP) and Health Legal Services (HLS). The Law Foundation believes in providing the highest quality of legal representation to its low-income clients.

MENTAL HEALTH ADVOCACY PROJECT

Mental Health Advocacy Project (MHAP) was established to empower people identified as mentally or developmentally disabled to live more independent, secure and satisfying lives through the enforcement of their legal rights and the advancement of their social and economic well-being. MHAP helps its clients resolve problems in the areas of mental health care and treatment, housing rights, financial benefits and medical insurance coverage. MHAP regularly conducts community outreach to local homeless shelters and mental health clinics.

HEALTH LEGAL SERVICES

Health Legal Services (HLS) specializes in HIV/AIDS-related law and diabetes law. HLS provides direct legal services to individuals living with HIV/AIDS and diabetes in a wide range of practice areas including financial benefits, medical insurance coverage, housing rights, estate planning and other legal issues. HLS works closely with medical providers to eliminate barriers to health stability.

JOB DESCRIPTION:

The Contracts Coordinator/Office Manager is an entry-level, full-time position that reports directly to the MHAP/HLS Directing Attorney. MHAP/HLS has a total of 17 staff members and a budget of approximately \$1 million. The Contracts Coordinator/Office Manager is the primary administrative support for the program, requiring general computer and office skills. On-the-job training will be provided. Certain skills can be trained; bright people who will work hard and want to help others are encouraged to apply.

Contracts Coordinator Responsibilities (approximately 70%)

- **Contracts Coordination:** MHAP and HLS receive government and grant funding from several different sources, which require reporting summaries of legal work performed. Once trained on how to track and report these outcomes, the Contracts Coordinator will be responsible for managing approximately 8 contract/grant applications, which includes

renewals, quarterly/year-end reports, tracking performance goals, hourly billings, contract compliance and staff training of contract/billing requirements.

- Database Coordination: Responsible for the general upkeep of the client database (an Access-based program), which includes ensuring accuracy of data entry by staff members and entering certain data. Contracts Coordinator will be trained to run database reports to track performance goals and hourly billings under the supervision of the Directing Attorney. Goals for position include learning to develop new database queries, as needed.

Office Manager Responsibilities (approximately 30%)

- Office Management/Clerical Support: Responsible for filing and maintaining filing system, data entry and maintaining the law library. Provide administrative support to attorneys and advocates including case file maintenance, drafting simple letters, and filing documents with the court. Coordinate and draft monthly mental health hearing schedule; coordinate monthly MHAP meetings. Assist as needed with organizing the hiring process for new staff. Responsible for clerical duties such as large-scale photocopying jobs, ordering office supplies, keeping the office machines running and stocked with paper and sorting mail. Volunteer and new staff training on office operations, contract standards and Access database entry. If bilingual, will also act as oral and written translator when needed.
- Other Projects at MHAP/HLS and the Law Foundation: Involvement with new projects at MHAP, HLS and the Law Foundation including work on Access-based database for fundraising events and planning fun staff activities. Other projects as needed. Position includes the possibility of client interaction and exposure to legal work.

QUALIFICATIONS:

1. Experience in managing projects, multi-tasking and tracking deadlines.
2. Knowledge of Access, Microsoft Suite, including Word, Excel, and Outlook.
3. Experience in administrative work, including typing, filing, word processing, data entry and internal meeting coordination via Outlook calendar system.
4. Exceptional organizational, time management and project management abilities. Looking for a problem solver and quick learner.
5. Strong attention to detail.
6. Exceptional interpersonal skills.
7. Ability to work independently and as part of a team.
8. Ability to analyze, write and present ideas clearly and concisely.
9. Sensitivity to persons with mental health, developmental and other disabilities and/or past community service work preferred.
10. Fluency in Spanish or Vietnamese is a preferred.
11. College graduates, especially recent graduates, are preferred and encouraged to apply.
12. Ability to lift 15 lbs or more.

COMPENSATION

Salary begins at \$39,410 depending on experience per union contract pay scale. Excellent benefits including medical and dental insurance, vacation accrual of three weeks/year, plus sick leave, 16 paid holidays per year,

APPLICATIONS

Position open until filled. To apply: submit a (1) cover letter, (2) resume and (3) names and phone numbers of at least three professional references to:

Law Foundation of Silicon Valley – Human Resources Department
Mental Health Advocacy Project
152 North Third Street, 3rd Floor
San Jose, CA 95112
jobs@lawfoundation.org

Applicants will be notified if an interview is to be scheduled. No phone inquiries, please.

The Law Foundation of Silicon Valley is an equal opportunity employer, a drug-free workplace and an ADA accessible facility. The Law Foundation values and promotes diversity. Applications invited regardless of race, gender, national origin, sexual orientation, age or disability. Past or current consumers of mental health services are encouraged to apply.