



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

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| <i>Position</i> | Managing Attorney |
| <i>Supervisor</i> | Brynne McBride, Chief Operating Officer, ABC for Health, Inc. |
| <i>Hours</i> | Full-time |
| <i>Salary</i> | Dependent upon experience |
| <i>Fringe Benefits</i> | Eligible for ABC fringe benefit package, including health insurance, disability insurance, and retirement benefits, generous vacation leave |

POSITION SUMMARY

Supervise and manage aspects of ABC for Health Inc. and subsidiaries legal services to the public including direct representation and advocacy services, education and consultation. Participate as a member of the management team. Supervise and provide legal services and record review for public interest law firm representing clients with access to health care coverage and financing. Supervise client services staff and participate in the direct representation of clients having health care access or financing problems. Assure HIPAA compliance and client confidentiality. Help with general grant-writing, fundraising, and development work.

DUTIES AND RESPONSIBILITIES

- Supervise client services activities and assist Health Benefits Assistants, Advocates, Counselors, and other staff and students with case management by reviewing all new cases at weekly case meeting and daily stand-up meeting. Support staff responsible for maintaining docket calendars, and scheduling follow-up calls and meetings with clients.
- Supervise Health Benefits Counseling Managers and Staff Attorneys, assess workflow, provide case reviews, and assure provider contract compliance. Represent clients at fair hearings and in court where appropriate.
- Supervise legal interns.
- Manage all aspects of litigation and settlement negotiations.
- Provide direct legal services to low-income clients having health care coverage or financing problems. Prepare and maintain client files, assure documentation of client-related activities and communications, and assist with data entry of case information into the client statistical reporting database.
- Supervise the initial intake interviews with individuals requesting assistance, identifying the problem and the relief desired, and collecting information necessary to determine eligibility for assistance programs and to prepare caseload statistics.
- Supervise customer service activities of providing callers with brief information, referral and counseling to help them identify financing resources, obtain public health benefits, and maximize benefits available under available plans.



- Review training and educational content including consultation services and public outreach campaigns and related promotional materials.
- Help manage provider contracts and relationships.
- Assure integrity of client services database, data collection and billing methods. Generate and review regular reports of open cases. Assist with client billing reports. Coordinate periodic database modifications and recommend upgrades to services and data collection activities.
- 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.
- Provide counsel to weekly case and client services meetings.
- Assist with ABC for Rural Health legal issues and project work as assigned.
- Provide Legal Counsel to HealthWatch Wisconsin Inc. and My Coverage Plan Inc. as required by contracts.
- 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.
- Participate in training, publication drafting and review, and fundraising activities of ABC for Health. Prepare WisTAF grant reports and proposals for legal service funding. Assist with grant and fundraising proposals where appropriate.
- Support the development of training and outreach curricula and materials.

KNOWLEDGE AND SKILLS REQUIRED

- License to practice law in the State of Wisconsin.
- Supervisory experience
- 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
- Positive “Can Do” attitude
- Knowledge of health care financing resources and issues.
- Excellent communication and organizational skills, with attention to detail and accuracy.
- Computer literacy including familiarity with Microsoft Office Suite, specifically Word for Windows, Access, and Outlook.
- Ability to handle pressured situations manages multiple tasks and work independently.
- Good communication skills, with Spanish language skills helpful, excellent grammar and spelling.

ABC for Health, Inc., is an affirmative action employer