



FLORIDA HEALTH JUSTICE PROJECT

Staff Attorney

Location: Fully Remote
Employment Type: Full-time
Reports to: Supervising Attorney

About Florida Health Justice Project

Florida Health Justice Project is a statewide nonprofit organization dedicated to advancing health equity and justice for underserved communities throughout Florida. We provide legal representation, community education, and policy reform initiatives toward ensuring that all Floridians have access to quality health coverage and care. Our work focuses on removing legal and systemic barriers that prevent vulnerable populations from accessing essential health services.

Position Overview

We are seeking a mission-driven, entry level Staff Attorney to join our team in advancing health justice for Florida's most vulnerable residents. The successful candidate will offer direct assistance to clients in cases involving access to healthcare. This position offers an opportunity to make a meaningful impact on health equity while developing expertise in healthcare access.

Key Responsibilities

- Advise and represent clients in healthcare related cases, including Medicaid, Medicare, and Health Insurance Marketplace
- Cases include eligibility denials/terminations and denials, reductions, or termination of Medicaid services, including Medicaid for medically complex children and Long-Term Care Medicaid waiver for seniors and people with disabilities
- Conduct factual investigations by calling clients and gathering information and documentation from clients
- Assist clients with applications and filing of appeals
- Review agency notices, online agency accounts, medical records, and contact appropriate agencies and providers as appropriate
- Conduct legal research using Westlaw and other healthcare-specific resources
- Draft letters, emails, memoranda, pleadings, briefs
- Engage in written discovery and conduct depositions as warranted
- Represent clients in Medicaid eligibility hearings before the Department of Children and Families Office of Appeal Hearings

- Represent clients in fair hearings before the Agency for Healthcare Administration Office of Fair Hearings involving the reduction, termination, or denial of Medicaid services by Medicaid Managed Care Plans
- Maintain, organize, and update case files in Legal Server
- Track and meet filing, discovery, and hearing deadlines
- Develop self-help tools - Advocates' Guides and fact sheets
- Identify, assess, and escalate time sensitive and urgent legal issues to supervisory staff
- Attend and participate in regular case review meetings with other legal staff
- As needed, travel to attend in-person events in Florida, FHJP meetings, and local outreach events
- Participate in continuous professional development training and maintain CLE compliance with the Florida Bar
- Maintain compliance with FHJP's program and grant requirements

Required Qualifications

- Full-time Florida resident
- JD from an ABA accredited law school
- Member of the Florida Bar (current or anticipated within five months of employment)
- Excellent written and oral communication skills
- Excellent research skills with proficiency in Westlaw
- Proactive work ethic; identifies tasks needed and seeks direction when needed
- Strong organizational skills and attention to detail
- Cultural competency and sensitivity when working with diverse populations

Preferred Qualifications

- Bilingual (Spanish/English)

What We Offer

- Competitive salary (\$67,000 to \$73,000)
- Health insurance (100% employer-paid for employee, 80% for dependents)
- Retirement plan
- Generous paid time off and holiday schedule
- Professional development opportunities
- Flexible work arrangements when appropriate
- Collaborative, mission-driven work environment
- Opportunity to make a direct impact on health equity in Florida
- Potential eligibility for student loan repayment assistance

Application Process

To apply, please submit the following materials to: rodriguez@floridahealthjustice.org with "Staff Attorney Application - Entry Level" in the subject line:

1. **Cover Letter** - Please explain your interest in health justice work and how your experience aligns with our mission
2. **Resume** - Include relevant work experience, education, and skills
3. **References** - Contact information for three professional references

Equal Opportunity Employer

Florida Health Justice Project is an equal opportunity employer committed to workplace diversity. We welcome applications from candidates of all backgrounds and strongly encourage applications from individuals who are members of underrepresented communities, including people of color, LGBTQ+ individuals, people with disabilities, and those with lived experience with the healthcare challenges we address.

Applications will be accepted until the position is filled.