



Barbara J. Swary
Attorney at Law
Director
Legal Services
CBN 160908

Maria Keene
Attorney at Law
CBN 264307

The Legal Department at the Council on Aging is seeking a volunteer for 4 hours a week with **knowledge and experience working in senior legal services and a desire to assist seniors and their families, including low-income clients.**

The following is a list of tasks to be performed on an as needed basis:

- 1. Under the supervision of the attorney, provide legal services for seniors and their families at the office and at outreach sites, in such areas (not an all inclusive list) as Social Security and SSI, Medi-Cal, housing issues, wills, durable power of attorney for finance; advanced health care directives, consumer issues and elder abuse of all forms**
- 2. Prepare legal documents and letters under the supervision of an attorney (director or volunteer) regarding legal issues presented to them and/or the attorney(s)**
- 3. Maintain client case files and other records for client and program requirements**
- 4. Conduct legal research**
- 5. Distribute appropriate information, legal and other resources available to the client**
- 6. Prior to assisting a client formally with letters and/or documents check for any potential conflict of interest or multiparty representation and obtain waivers if appropriate**
- 7. Maintain client confidentiality regarding their issues and affairs**

Please e-mail a resume to:

BSwary@councilonaging.com or
MKeene@councilonaging.com

We are located at 30 Kawana Springs Road, Santa Rosa, CA 95404
(707) 525-0143 X 140