

**MEDICAL-LEGAL PARTNERSHIP DEVELOPER**  
(Full-Time)

Legal Aid Services of Oklahoma (LASO) is seeking an experienced, full-time attorney to assist in the management and coordination of the Medical-Legal Partnership (MLP) Statewide Initiatives. MLP is a unique collaboration between health care providers and legal providers. MLP programs strive to provide resources to address certain legal components of fundamental social factors that impact a person's health and ability to thrive.

**Duties and Responsibilities**

The MLP Developer reports to the Executive Director and works closely with partner agencies and providers. The ideal candidate will possess a solid understanding of the MLP module and the MLP's in Oklahoma, and be a motivated, passionate leader who is committed to advancing innovation in the health and legal fields.

- A. **Program Development** – This will include identifying opportunities for replication, supporting similar local and regional efforts, identifying new opportunities, and serving as an expertise resource. Program development will also include keeping up with the national trends from the National Center for Medical-Legal Partnerships and working to keep Oklahoma's MLP program up to date. This role will also mentor MLP attorneys, provide MLP specific guidance, help with advocacy questions, review embed attorney performance in matters such as outcomes, and caseload and types.
- B. **Overseeing Grant Requirements/Reporting:** This position will be responsible for creating an annual report on the status of all the MLPs across the state. It will include Legal Server (LS) reporting and administrative duties. It will also include record keeping of MLP grants and all applicable regulations, policies and grant requirements, training MLP attorneys on how to keep records in LS regarding MLP reporting. The Developer will direct and monitor the activities of MLP attorneys as requested by management. This position will ensure that all MLP data and reports are accurate and complete. This position will collect and review reports from all MLPs to consolidate for one LASO annual report.
- C. **Onboarding and Training:** This role will be required to train healthcare providers, partner staff, and community partners on the MLP module, including how to identify legal needs jeopardizing the health/wellbeing of low-income patients. Train new MLP attorneys on what their role is regarding LASO MLP work and how they should collect and report to their health partners.

**D. Provide Ongoing Program Evaluation and Community Support:** This candidate will participate in the leadership team and project evaluation meetings with clinical partners and serve as a liaison to assist the legal and clinical project partners. This person will also assist the MLP attorneys in building a network of support, promoting and participating in community education, outreach and developing good public relations with the client community, state and local bar and other community groups.

### **Qualifications**

- Juris Doctorate Degree from a certified law school.
- Preferred Master of Health Administration degree.
- Oral and written communication skills.
- Three-plus (3+) years grant management experience.
- Ability to create and foster partnerships within the community.
- A collaborative team member with solid organizational and executive abilities and the ability to work well under tight timeframes.
- Experience with diverse economic, social, or cultural communities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Significant related professional experience, including administrative/program development or systems improvement. Progressive work background in program management, coordinating workflow, and data and information tracking is a plus.

A successful candidate has a commitment to the shared understanding of basic health needs and the impact of social determinants of healthcare disparities in the underserved population. Experience with decision making processes; working knowledge of health and legal care organization structure; strategizing and implementing program goals and objectives in a complex and/or multi-faceted organization with the ability to effectively and consistently engage a broad constituency, including ability and expertise to conceptualize new and appropriate engagement strategies and translate them into achievable plans. Must possess excellent project management skills and be computer literate (Microsoft Office 365)

Experience in developing, administering and/or working as an attorney in a medical-legal partnership or other collaborative setting strongly preferred, as are strong interpersonal skills and an ability to work collaboratively with corporate and institutional partners.

**LEGAL AID SERVICES**   
**OF OKLAHOMA, INC.**

**Applications**

Submit your resume and optional cover letter by email to [tara.zinn@laok.org](mailto:tara.zinn@laok.org) by March 21, 2024.

**LASO is an Equal Opportunity/Affirmative Action Employer**