

Legal Assistant – Public Benefits

Rothkoff Law Group – Elder Care Law Firm

Location: Cherry Hill, NJ

Position Type: Full-time

About Us:

Rothkoff Law Group is a boutique elder care law firm dedicated to helping seniors and individuals with disabilities navigate legal and public benefits systems. We pride ourselves on our compassionate approach and commitment to exceptional client service.

Position Overview:

We are seeking a detail-oriented and client-focused **Legal Assistant** to support our Public Benefits Director and team of specialists. This role is essential in helping our clients access and manage vital benefits such as Medicaid and Veterans Benefits.

Key Responsibilities:

- Prepare and send correspondence and documentation (e.g., cash surrender value letters, life insurance change forms)
- Gather and organize financial, personal, and clinical records for benefit applications
- Assist with Medicaid Redeterminations and Estate Recovery processes
- Initiate PAAD/PACE applications and follow up with financial institutions
- Communicate regularly with clients, families, and long-term care professionals
- Provide phone coverage and support scheduling as needed

Qualifications:

- Experience with Medicaid or public benefits is a plus, but not required
- Strong organizational and communication skills
- Interest in learning public benefits law and processes
- Ability to manage deadlines and work independently
- Attention to detail and problem-solving skills
- Proficiency in Microsoft Word, Excel, and Time Matters (or similar case management software)

Working Conditions:

This role is based in an office environment, with the potential for a hybrid schedule upon successful completion of training. There is room for growth within the Public Benefits Department.

To Apply:

Please send your resume and a brief cover letter to [insert contact or application link here].
