

**McCarthy Law, LLC**  
19 1st Avenue, East Greenwich, RI  
401-541-5540

We are an established, small, but rapidly growing firm located in downtown East Greenwich, dedicated to providing comprehensive legal services to our clients in matters related to estate planning, elder law, probate, guardianship, and residential real estate transactions. Our team is committed to delivering personalized attention and tailored solutions to meet the unique needs of each client. We are a female-founded firm and are known in the area for our welcoming environment and compassionate approach.

We are seeking an experienced Estate Planning and Elder Law Attorney to join our firm. The ideal candidate will have a strong background in Estate Planning and Elder Law, with a proven track record of effectively managing complex matters and providing strategic advice to clients, and have the ability to manage their own Elder Law and Estate Planning caseload. Additionally, the candidate should possess their own referral sources and bring a book of business to contribute to the growth and success of our firm.

**Responsibilities:**

- Oversee the workflow in the practice areas of Estate Planning and Elder Law
- Counsel clients on a wide range of estate planning matters, including wills, trusts, powers of attorney, and healthcare directives
- Conduct consultations with clients
- Develop and implement comprehensive estate plans tailored to each client's goals and objectives
- Assist clients with elder law issues, such as Medicaid planning, long-term care planning, and guardianships
- Handle probate and estate administration proceedings, including asset distribution and beneficiary representation
- Conduct legal research, draft legal documents, and provide legal advice and guidance to clients
- Stay current on relevant laws, regulations, and court decisions
- Review, analyze, and draft legal documents with strong organization, planning, prioritization, and time management skills
- Maintain regular communication with clients to address questions, concerns, and updates regarding their cases
- Communicate with knowledge and compassion with clients of various levels of sophistication regarding technical matters
- Cultivate and maintain relationships with clients, referral sources, and community organizations
- Communicate effectively with a variety of contacts, including outside attorneys, senior management, clients, and support staff with a high level of personal integrity and professional ethics

- Utilize Software for Estate Planning including Wealth Counsel (including former Elder Counsel Suite) and Adapt
- Track and manage billable hours and ensure all aspects of client and case management are properly met
- Networking, business development, and public speaking seminars

Requirements:

- Must have an active license to practice law in the state of Rhode Island (additional licensure preferred but not required - Massachusetts, Connecticut, Florida)
- Minimum of 2-3 years experience practicing Estate Planning and Elder Law in Rhode Island
- Strong understanding of Estate Planning principles, Probate procedures, Elder Law Rules and Regulations, and the Medicaid Application and Asset Protection Planning Process
- Proven track record of successfully managing complex Estate Planning and Elder Law cases
- Established referral sources and a book of business
- Ability to network independently
- Desire to learn and grow, engage in personal development and contribute to firm growth
- Detail-oriented with strong organizational and time management skills
- Must be highly motivated and work well under pressure with minimal supervision
- Excellent communication, interpersonal, and client service skills
- Ability to work independently and collaboratively in a team environment
- Possess excellent problem-solving abilities
- Excellent public speaking skills
- Must be comfortable managing tasks and meeting deadlines with little supervision
- Lead with empathy and compassion, while maintaining professionalism and control over case and communication

Benefits:

- Competitive salary commensurate with experience
- Bonus incentives based on performance and business development contributions
- Comprehensive benefits package including health insurance, life insurance, 401k with Safe Harbor match, and paid time off
- Opportunities for professional development and growth within the firm
- Supportive work environment with a collaborative team culture

The position is in-person at our East Greenwich, Rhode Island office. The hours are approximately 9:00AM-4:30PM Monday through Friday.

We offer a friendly work environment with a respect for work-life balance. In return, we expect our employees to be professional, hard-working, and kind individuals who take ownership of their role and their contribution to the overall success of the team and the firm.