**Healthcare Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Healthcare Attorney to represent healthcare organizations and healthcare professionals by providing advice, drafting contracts, and aiding in the creation of company policies.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Assist in areas related to the company’s commercial operations and contracting activities.
* This includes contract review, drafting, administration, and negotiation.
* Provide healthcare compliance counsel to ensure continued compliance. Maintain current working knowledge of the various laws, regulations, and best practices relevant to clinical laboratory services.
* Review policies, procedures, and training materials ensuring compliance with healthcare-related regulatory requirements.
* Provide counsel concerning a broad range of legal, regulatory, and compliance issues, including marketing strategies, sales compensation, reimbursement, and interactions with healthcare professionals.
* Perform legal research.
* Partner with internal clients to understand business challenges and provide compliance. guidance, counseling, and solutions to address challenges.
* Keep up to date and advise on the potential impact of new and proposed healthcare laws and regulations to ensure continued compliance.
* Manage outside counsel in all appropriate subject matters.
* Perform other special assignments, strategic projects, or duties as needed.

### About you

* [insert number] years of healthcare experience working for a healthcare system, hospital, academic enter, or law firm
* Transactional healthcare experience handling physician practice acquisitions, physician contracts, joint ventures, and affiliations
* Regulatory advice regarding Medicare, Medicaid, HIPAA, and Stark and Anti-Kickback matters
* An active member in good standing of the Bar

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Foreclosure Paralegal to work with attorneys and help clients facing foreclosure on their homes, which is a process through which banks that hold mortgages on homes take back the homes for non-payment of loan obligations.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

Running, reviewing, and saving court dockets to the system;  
Calendaring relevant deadlines and following up on the same to ensure compliance;  
Coordinating and setting hearings throughout the State of [insert state];  
Preparing the initial drafting of Pleadings, Motions, Affidavits, etc. for attorney review and finalization;  
Filing the finalized version of documents with the Court via the e-filing portal;  
Maintaining accurate and current information in the case management system; and  
Building and maintaining positive relationships with clients, opposing counsel, court clerks, etc.

### About you

Minimum [insert number] years of legal experience;  
Working legal knowledge of civil litigation and foreclosure;  
Positive attitude;  
Capable of working in an accurate, detail-oriented, and highly productive manner;  
PC proficiency in Microsoft Office;  
Ability to communicate professionally, both verbally and in writing;  
Eager to learn new tasks and ability to embrace change; and  
Ability to work both independently and contribute in every aspect to a team environment

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Dental insurance plan  
Vision insurance plan  
Contribution to life insurance plan  
401k profit sharing  
Parking reimbursement  
Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]