



1404 E Yesler Way, Suite 203
Seattle, WA 98122
(206)686-7252
Fax (206)903-0675
www.seattlecommlaw.org

POSITION DESCRIPTION: FULL-TIME PARALEGAL

10/16/2018

The Seattle Community Law Center is a 501(c)3 nonprofit organization that is dedicated to providing high-quality Social Security and SSI representation to the people with disabilities who are homeless or low-income. Our goal is to bring economic security to our clients by ensuring that they receive the benefits that they are eligible for, regardless of their ability to pay for legal services.

We are looking for a passionate and dedicated individual with 3+ years of prior experience as a paralegal, legal assistant, social worker, or case manager to become an integral part of our small team of legal professionals and volunteers.

Duties:

- Co-coordinate SCLC's intake of new clients, including: answering phones, conducting telephone or in-person interviews of prospective clients, entering client information into LegalServer client management database, scheduling client meetings, and tracking potential clients until their case is assigned to an attorney and the client comes into the office for an initial meeting or clinic.
- Provide community information and referrals to callers as appropriate.
- Maintain SCLC case files throughout the life of the case, including assisting attorneys in preparing case files for hearing and preparing physical case file for closing and archiving.
- Provide ongoing support to SCLC staff, including but not limited to: maintaining e-files, creating and posting/faxing formal and informal correspondence, follow up with local Social Security offices, assisting with database management.
- Assist attorneys with discovery, including obtaining medical and other evidence.
- Work collaboratively with SCLC staff to conduct outreach and develop self-help materials for advocates, providers, and our client-base.
- Recruit, train, and work with volunteers.
- Contribute to SCLC's culture of philanthropy by increasing awareness and community interest in SCLC by attending community events and SCLC events.

Qualifications:

- 3+ years of prior experience as a paralegal, legal assistant, social worker, or case manager is preferred.
- Self motivated, and able to work both collaboratively and independently.
- Demonstrated ability to follow through on long-term tasks until completed.
- Intermediate to advanced knowledge of calendaring, word processing and database applications.

- Experience and/or commitment to serving individuals with physical and mental disabilities and members of the community who are low-income or homeless.
- Excellent oral and written communication skills, including client interview skills.
- Ability to maintain confidentiality of sensitive legal and medical information.
- Demonstrated ability to work collaboratively with attorneys, volunteers, community members, and public and private entities.
- Experience with conflict management and providing excellent customer service.
- Second Language Skills Preferred: applicants with the ability to communicate fluently in one or more languages that are critical to SCLC clients, which include: Spanish, ASL, Russian, Somali, Mandarin, and Vietnamese.

SCLC is an equal opportunity employer. Compensation for a 35 hour work week includes SCLC medical package, paid sick and vacation time, and family leave. Salary is \$40,000+. SCLC medical benefits are available.

Interested candidates should email a letter of interest, and current resume to: Alex Doolittle at alex@seattlecommlaw.org . **You letter of interest should be no longer than two pages and should include specific examples of how you have utilized or developed your qualifications.**

Please look to our website for more information about our work: www.seattlecommlaw.org