

Paralegal



Benefits Law Center
Social Security Advocacy

Benefits Law Center (BLC) seeks a seasoned paralegal to join our team and our mission, working with people who live with disabilities and are fighting for their economic and medical security. As a champion of BLC's core values of centering clients, dignity for all, and integrity in community, BLC paralegals work collaboratively to manage maintain and execute BLC intake processes, and support the casework of BLC.

BLC is a specialty civil legal aid organization with a staff of ten people dedicated to economic justice. We further our mission through targeted community lawyering projects that help people obtain and maintain access to Social Security benefits. BLC paralegals co-coordinate BLC's intake of new clients, answering phones, conducting intakes, scheduling appointments, processing mail, and assisting attorneys with requesting medical evidence and submitting/receiving materials from Social Security.

We are in the final year of our existing strategic plan which is focused on growing the capacity of BLC to deliver on our mission through (1) equity and inclusion, (2) increased stewardship and relationship building, (3) strengthening our communication strategies, and (4) growing our volunteer program.

Responsibilities

- Co-coordinate BLC'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.
- Provide community information and referrals to callers as appropriate.
- Help to maintain BLC 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.



Responsibilities (continued)

- Assist attorneys with discovery, including obtaining medical and other evidence.
- Work collaboratively with BLC staff to conduct outreach and develop self-help materials for advocates, providers, and our client-base.
- Recruit, train, and work with volunteers.
- Contribute to BLC's culture of philanthropy by actively increasing awareness and community interest in BLC.
- Provide ongoing support to BLC 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.



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 as well as 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. In addition to having complete mastery of communicating in English, we encourage applications from candidates who have the ability to communicate fluently in one or more languages that are critical to BLC clients, which include: Spanish, ASL, Russian, Somali, Mandarin, and Vietnamese.

Commitment to Diversity

BLC is an anti-racist organization. Our commitment to inclusion is based in our belief that a diverse workforce and inclusive workplace culture enhances our ability to fulfill our mission. We strongly encourage people who have experienced living on a fixed income, engaging with Social Security, living with a disability, and/or unstable housing.



Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

Compensation and benefits.

This is a full-time position performed onsite at BLC between 9am-5pm. Salary: \$51-76k annually DOE. BLC offers employees 105 hours of paid vacation and two floating holidays annually, all federal holidays off, paid health-related leave, medical benefits, retirement benefits, a compelling mission, financial support for continued training, and fantastic co-workers.

How to apply.

To apply please submit the following materials: 1) resume; and 2) a 1-2 page letter of interest that explains how your lived or professional experience has shaped your commitment to economic justice, and why you want to work at BLC. Submit materials to careers@benefitslawcenter.org with the subject line: Paralegal Application. Should you require any accommodations please let us know. The position will remain open until filled. First review of applications will be 4/26.

