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JOB NOTICE

Paralegal-Advocate

Family Support and Health Care Program Veterans Legal Services Project

Full-time Position Available

Posted: August 12, 2021

Charlotte Center for Legal Advocacy, non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a paralegal advocate to assist attorneys with Social Security and Veterans Administration matters, military discharge upgrades, and other case work and advocacy activities in its *Family Support and Health Care Program* effective immediately. More information about the Advocacy Center can be found on its web page, www.charlottelegaladvocacy.org.

Paralegal advocates assist low-income individuals, provide outreach and community legal education, participate in community events, give legal advice under the supervision of a licensed attorney, assist partner agencies in serving the needs of clients and engage in systemic advocacy projects and activities.

Paralegal-Advocate will:

- Conduct outreach in the community to inform potential clients of our work;
- Screen and interview applicants for assistance; review client eligibility and determine whether cases meet case acceptance criteria;
- Provide legal advice, counseling or other brief service during intake interview under the supervision of a licensed attorney;
- Assist attorneys in specific cases including contact with client; interviewing witnesses; case investigation; legal research; drafting legal documents; and
- Provide direct assistance to clients in individual administrative cases in which direct paralegal representation is permitted.

Qualifications

- Two-year or four-year college degree or equivalent training or experience;
- Paralegal or legal assistant certification, training or experience preferred;
- Experience working with low-income communities preferably at a non-profit or community-based organization within a multi-ethnic/multi-cultural environment preferred;
- Proficiency in MS Office, including Word, Excel, Power Point and Adobe PDF professional;
- Ability to work independently and in a team environment; and
- Ability to effectively collaborate with co-workers and clients in virtual, face to face and meeting settings.

General Requirements

- Possess socio-economic and cultural sensitivity and ability to communicate with persons in crisis or under stress; and
- Ability to multi-task and interact well with professionals, clients, and others.

- Veteran status preferred but not required.

Start Date

Position available immediately.

Classification

The position is classified as full-time, paralegal-advocate on the Charlotte Center for Legal Advocacy salary scales. Full time, annual salary \$34,500+ (depending on experience); generous leave and benefits.

To Apply send all of the following:

- a *detailed letter explaining your qualifications for and interest in this specific position and organization*, describe qualifications for this program, experience with low-income individuals, Veteran status, and other relevant information;
- a resume;
- a writing sample; and
- names and telephone numbers of three professional references to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to careers@charlottelegaladvocacy.org or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, *email is preferred*. Form letters and inquiries not containing this information *will not be considered*.

***Charlotte Center for Legal Advocacy is an equal opportunity employer.
Veterans, women, minorities, and disabled persons are encouraged to apply.***



Family Support and Health Care Program

MISSION. The mission of the Charlotte Center for Legal Advocacy Family Support and Health Care Program is to ensure that low-income children, the elderly, disabled persons, immigrants, and their families have access to health care and public services.

CASE TYPES. The major problems or issues addressed by this program are access to:

- VA Disability
- Medicaid and Medicare
- Child Health Insurance Program (CHIP)
- Food Stamps
- Supplemental Security Income
- Social Security
- Mental health services
- Emergency assistance
- Childcare assistance
- Child support enforcement services
- Quality nursing and rest home care
- Work First Family Assistance
- Benefit diversion
- Employment supportive services

GOALS AND OBJECTIVES. This program focuses on the following four issues:

- 1) Access to quality health care for children and their parents in low and moderate-income families through Medicaid, the Children's Health Insurance Program, and private health insurance coverage.
- 2) Assisting families on welfare, formerly on welfare, or in danger of needing welfare, in becoming or remaining self-sufficient, by improving access to child support enforcement, quality childcare, higher education, training, transportation, treatment of substance abuse, Food Stamps, the Earned Income Tax Credit and other tax benefits, Medicaid, affordable housing, and other supportive services.
- 3) Improving health care and income support for the disabled and elderly poor, with a focus on issues involving Social Security, SSI, Medicaid, Medicare, and on improving mental health services, care in nursing and rest homes, access to community-based care, services to the HIV-positive population, and managed care.
- 4) Working closely with Charlotte Center for Legal Advocacy's Immigrant Justice Project to address the above issues as they impact the immigrant population in this region, including addressing language barriers and other barriers which particularly limit access of immigrants, non-English speaking citizens, and their children to public services and health care.

Program representation is designed both to obtain specific relief for the individuals and families who contact the program for assistance, and also to utilize systemic advocacy strategies to change the rules, procedures, and practices of federal and state agencies to ensure access to health care and public services for all affected persons. Measured outcomes will show the number of persons assisted and the dollar value of benefits or services obtained.