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POSITION NOTICE
Full Time
ADMINISTRATIVE SUPPORT SPECIALIST
FAMILY SUPPORT AND HEALTH CARE PROGRAM

Posted December 2021: Open Until Filled

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 full-time **Administrative Support Specialist** to support the Advocacy Center's *Family Support and Health Care Program*. The position is effective immediately. More information about the Advocacy Center can be found on its web page, www.charlottelegaladvocacy.org.

This position will support attorneys and paralegal advocates in a variety of administrative tasks.

This staff member will:

- Create and modify documents in Excel, Word and other software;
- Perform general office tasks including copying, scanning, data entry, sorting mail, etc.;
- Assist attorneys and paralegals with correspondence and maintaining case files;
- Other tasks as assigned.

Qualifications

- college degree or relevant Administrative experience;
- commitment to work with low-income individuals and underserved communities;
- proficient oral and written communication;
- self-motivated and dependable.
- *Proficiency in Spanish is preferred but not required.*

Classification

The position is classified as Support on the Charlotte Center for Legal Advocacy salary scales. Full time, annual salary \$32,700+ (depending on experience); generous leave and benefits.

To Apply send all of the following: (1) a *detailed letter explaining your qualifications for and interest in this specific position and organization*, describe qualifications for this position, and Spanish language proficiency; (2) a resume; (3) a writing sample; and (4) names and telephone numbers of three references to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to careers@charlottelegaladvocacy.org or by mail to PO Box 25558 Charlotte, North Carolina 28229, *email is preferred*. Form letters and inquiries not containing this information *will not be considered*.

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.