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POSITION NOTICE

Paralegal-Advocate

Family Support and Health Care Program Veterans Legal Services Unit

Full-time Position Available

Posted: January 2023

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 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.

The Paralegal Advocate will 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.

Responsibilities

- Participate in outreach in the community to inform potential clients of our work
- Screen and interview applicants for assistance; review client eligibility and work with supervising attorney to 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
- 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
- Ability to effectively collaborate with co-workers and clients in virtual, face to face, and telephonic meeting settings
- Passion for social justice and the mission and vision of Charlotte Center for Legal Advocacy

General Requirements

- Possess socio-economic and cultural sensitivity and ability to communicate with persons in crisis or under stress
- Ability to multi-task and interact well with professionals, clients, and others.
- Veteran status or experience working with the veterans' population preferred but not required.

Classification

This position is classified as a full-time, non-exempt position with annual salary beginning at \$39,600, adjusted based on related experience.

Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including employer-paid medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, a minimum of 11 paid holidays, and 100% employer-paid professional liability.

To Apply

Qualified applications should send a cover letter and resume to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line of your email.

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Kirsten Morris at kirsten.morris@charlottelegaladvocacy.org

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.