



5535 Albemarle Road
Charlotte, NC 28212
Telephone: (704) 376-1600
Fax: (704) 376-8627

PARALEGAL-ADVOCATE

Family Support and Health Care Program

January 2023

Charlotte Center for Legal Advocacy, non-profit provider of civil legal assistance to low-income persons in Charlotte region, seeks a Paralegal to assist attorneys with Family Support and Health Care Program case work and advocacy activities. More information about the Advocacy Center can be found on our website: 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. In addition, the 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 contacting the client, interviewing witnesses, performing case investigation and legal research, and drafting legal documents
- Provide direct assistance to clients in individual administrative cases in which direct paralegal representation is permitted

Qualifications

- Bachelor's degree, Associate's degree and equivalent experience, or currently working towards obtaining either degree
- Paralegal certification or equivalent experience
- Commitment and desire to work with low-income and/or disabled individuals
- Excellent oral and written communication skills
- Self-motivated and dependable
- Spanish preferred but not required

Classification

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

Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including 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.



Family Support and Health Care Program

The purpose of the **Family Support and Health Care Program** is to ensure that low-income children, the elderly, disabled persons, veterans, immigrants and their families have access to health care and public services. The program 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.

The program focuses its advocacy efforts on the following issues:

- Access to quality health care for children and parents in low and moderate-income families.
- Assisting families on, formerly on or in danger of needing welfare in becoming self-sufficient by improving access to child support enforcement, child care, education, training, transportation, substance abuse treatment, Food Stamps, EITC, Medicaid, affordable housing, and other supportive services.
- Improving health care and income support for the disabled and elderly poor, with a focus on issues involving Social Security, SSI, Medicaid, Medicare, the Affordable Care Act, 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.
- Assisting military veterans and their families with VA disability, pension, and healthcare benefits, discharge upgrades, overpayments, and other services.
- Working closely with the Charlotte Center for Legal Advocacy Immigrant Justice Program to address these issues as they impact immigrants.

The Program combines representation of individuals in administrative appeals with class action litigation and other impact advocacy to try to change government agency policies and practices to benefit low income and medically needy persons in Mecklenburg County and throughout North Carolina.

CASE TYPES

- Medicaid and Medicare
- Child Health Insurance Program
- Work First Family Assistance
- Supplemental Security Income
- Social Security
- Food Stamps
- Emergency assistance
- Child care assistance
- Mental health services
- Quality nursing care
- VA disability and pension
- Military discharge upgrades
- Child support enforcement
- EITC and other tax credits