



**charlotte center  
for legal advocacy**

justice lives here.

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

## **Full-Time PARALEGAL ADVOCATE**

### **WHO WE ARE:**

Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to low-income persons in the Charlotte region, seeks a paralegal advocate to assist Family Support and Health Care Program staff with case work and advocacy activities. More information about the Advocacy Center can be found on our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

### **ROLE:**

The paralegal advocate assists low-income individuals understand and access their public benefits, provide outreach and community legal education, participate in community events, give legal advice under the supervision of a licensed attorney, assists partner agencies in serving the needs of clients and engages in systemic advocacy projects and activities.

### **RESPONSIBILITIES:**

- The paralegal advocate works closely with a diverse array of individuals, including lawyers, clients, government agencies and community partners;
- Develops a strong working knowledge of public benefits and other community resources available for low-income individuals;
- Screens and interviews individuals for assistance, reviews client eligibility and determines whether cases meet case acceptance criteria in a timely and prompt manner;
- Provides legal advice (under the supervision of a licensed attorney), counseling or other brief services during intake interviews;
- Assists attorneys in specific cases including contact with client, interviewing witnesses, case investigation, legal research, record requests, and drafting legal documents;
- Provides direct assistance to clients in individual administrative cases in which direct paralegal representation is permitted;
- Coordinates with government agencies and community partners to ensure proper benefits and care provided;
- Leads efforts to keep referral agencies and points of contact information current;

- Works with community partners to ensure staff is trained on referral procedures to and from our agency;
- Provides valuable feedback on the intake process and procedures and assists with necessary updates; and conducts outreach in the community to inform potential clients of our work.

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- A bachelor's degree, or associate degree and equivalent experience
- Paralegal certification or equivalent experience
- Demonstrated commitment and, experience and/or desire to work with diverse low-income populations
- Assess client's needs quickly and accurately
- Excellent oral and written communication skills
- Adaptability, self-motivated and dependable
- Exceptional organizational skills
- Entering data and tracking information in electronic formats
- Microsoft Office Suite proficiency
- Commitment to the Advocacy Center's mission and vision
- Spanish proficiency preferred but not required.

#### **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

#### **SALARY:**

This position is a full time, salary, non-exempt position. The annual salary range begins at \$39,600 and may vary depending upon experience and skills.

#### **BENEFITS:**

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, 12 paid holidays, and 100% employer-paid professional liability.

#### **REASONABLE ACCOMMODATION:**

Charlotte Center for Legal Advocacy is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of the Advocacy Center to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause 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 Julia Lanham at [julia.lanham@charlottelegaladvocacy.org](mailto:julia.lanham@charlottelegaladvocacy.org).

#### **EQUAL OPPORTUNITY EMPLOYER:**

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 reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**APPLY:**

Applicants should send a resume and cover letter to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.