

August 13, 2019

BENEFITS PARALEGAL ADVOCATE, FULL-TIME

The Legal Aid Society's mission is to solve the serious legal problems of low-income people in our community, to promote economic and family stability, and to reduce poverty through effective legal assistance. Legal Aid attorneys, paralegal advocates, and support staff provide direct and impactful assistance to the most vulnerable in our community facing legal crises ranging from eviction, domestic violence, abuse and neglect, loss of benefits, immigration problems, foreclosure, education issues and more.

Legal Aid provides a full range of legal services to our client community. We represent clients in civil legal cases, as well as carry out advocacy for low-income groups. We participate with social services agencies and other groups to improve public policy affecting low-income people. Legal Aid provides exemplary legal assistance to our vulnerable neighbors in Hamilton, Butler, Clermont, Warren, Brown, Clinton, and Highland counties.

POSITION DESCRIPTION

We seek to hire a full-time paralegal advocate for the Income, Work and Health Practice Group. Under the supervision of an attorney, the paralegal will carry his/her own caseload, and help clients with issues involving a variety of public benefits, including Medicaid, Food Stamps, OWF, Child Care vouchers, and Social Security. This position requires someone who knows, or who can learn, administrative law and regulations, and develop advocacy skills necessary to represent clients in administrative hearings.

If you want to make a difference in our community through dedicated service to our most vulnerable neighbors, we want to hear from you.

REQUIRED QUALIFICATIONS

Minimum education requirement is a Bachelor's degree. Prior experience as a paralegal, social worker, or an employee/advocate in a social service setting is preferred. In addition, successful candidates will have:

- Excellent oral and written communication skills
- The demonstrated ability to handle multiple projects and meet deadlines
- Excellent organizational skills
- Reliable transportation

BENEFITS AND COMPENSATION

The Legal Aid Society offers a competitive salary with excellent benefits, including dental, vision, life, disability, retirement and parking/transportation reimbursement.

HOW TO APPLY

Applicants should email the following information to staffing@lascinti.org:

- a brief cover letter explaining the reasons for their interest in the position
- a resume, and
- the contact information for two professional references

Note: Subject line should reference "Paralegal Hiring Committee."

All applications will be acknowledged. **Please do not call.**
The Legal Aid Society is an Equal Opportunity Employer.