

LEGAL AID SOCIETY OF GREATER CINCINNATI

September 22, 2020

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.

We seek to hire a full-time paralegal advocate for the Income, Work and Health (IWH) Practice Group. Attorneys and paralegal advocates in this practice group represent clients in cases with administrative agencies like the Department of Job and Family Services and Medicaid, the Unemployment Compensation Review Commission, Social Security, the Bureau of Motor Vehicles and the Department of Veterans Affairs. We help people with employment issues like criminal record sealing, suspended driver's licenses, and loss of professional licenses or certification. Through legal advocacy, we help individuals and families access benefits like Food Stamps and Medicaid, child care vouchers, SSI and Social Security Disability, Veterans benefits, and others. We help people with disabilities plan a return to employment, and access programs to maximize their income. We also work in our communities to improve the systems that our clients must engage in to secure employment and benefits.

Under the supervision of an attorney, the IWH paralegal advocate will carry their own caseload of clients and advocate for the legal rights of those clients. The advocate will learn and practice in a few areas of focus within the practice group. 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.

Minimum education requirement is a Bachelor's degree. Prior employment experience in a social justice/social service setting is preferred. Candidates who are proficient or fluent in a second language are encouraged to apply. 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 – travel within our 7-county service is required

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

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 “IWH Paralegal Advocate Hiring Committee LAS013.” Resumes without a cover letter will not be considered.

This position is open until filled.

Legal Aid is an Equal Opportunity Employer.
Interviews will be arranged by Employer.
Please do not call.