



Paralegal/Co-Guardian *ad Litem*, Hamilton, Ohio July 2019

The Legal Aid Society of Southwest Ohio is accepting applications for a full-time paralegal position in our Hamilton office. This position is for a qualified Co-Guardian *ad Litem* to advocate on behalf of children in abuse, dependency and neglect cases in Butler County. Legal Aid is a non-profit law firm dedicated to reducing poverty and ensuring family stability through effective legal assistance. Legal Aid provides legal services in Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren Counties in Southwest Ohio.

Position Description

Legal Aid's Guardian *ad Litem* Project (established in 2001) provides quality legal representation for children involved in the abuse/neglect/dependency system in Butler County. Our Paralegal Co-Guardians work closely with Attorney/Guardians *ad Litem* to protect the best interests of our child clients. Co-Guardians assist by visiting with the child in their home or placement, attending meetings with Children Services, maintaining contact with schools and with other professionals involved in the child's life, and many other crucial tasks. This is a direct advocacy position and we are looking for qualified candidates who are passionate about assisting the most vulnerable in our community. If you want to make a difference in our community through dedicated service to our most vulnerable neighbors, we want to hear from you. We are particularly interested in candidates who are fluent in Spanish.

Legal Aid's staff 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 to address poverty and equity. We participate with nonprofit agencies and other groups to improve public policy affecting low-income people. Legal Aid has four practice groups: Housing and Consumer; Income, Work, and Health; Family and Immigration - including domestic violence cases; and Children & Education.

Qualifications

Applicants must have a bachelor's degree or higher and relevant work experience, including:

- Demonstrated interest in public-interest law or juvenile advocacy;
- Experience working directly with low income families and/or children;
- Reliable transportation;
- Ability to work flexible hours to perform home visits;
- Certification as a Guardian *ad Litem*, or willingness to become certified.
- Spanish fluency preferred.

Compensation and Benefits

Annual salary is based on experience. Legal Aid offers an excellent benefit package, substantial training, and a good work environment.

Application Process

Candidates must submit all of the listed items via email, to staffing@lascinti.org

- A cover letter explaining the reasons for your interest;
- Current resume;
- College transcript; and
- Contact information for three professional references.

Please Note:

- Email subject line should reference "Paralegal/Co-Guardian *ad Litem* Hiring Committee."
- Applicants who are chosen for an interview may be asked to provide a writing sample.

*This position is open until filled.
The Legal Aid Society is an Equal Opportunity Employer.
Interviews will be arranged by Employer. Please do not call.*