



LEGAL AID SOCIETY OF
GREATER CINCINNATI

PARALEGAL, FULL-TIME

May 23, 2018

The Legal Aid Society of Greater Cincinnati and its affiliate (Legal Aid Society of Southwest Ohio, LLC), seek a paralegal to work in our Income, Work, and Health practice group. Under the supervision of an attorney, the paralegal will carry his/her own caseload, and represent clients in administrative cases involving the Ohio Department of Job and Family Services, the Ohio Department of Medicaid, Social Security Administration, and other governmental agencies.

This position requires someone who knows, or can learn, administrative law, and regulations for Medicaid, Food Stamps, OWF, Social Security, and other public benefit programs. The successful applicant will also be required to complete certification as a Community Work Incentive Coordinator (CWIC). The CWIC provides Work Incentive benefits analysis, planning, and assistance to individuals receiving Social Security disability benefits (SSI & SSDI) who are working or seeking employment. The CWIC works one-on-one with the beneficiary to help them understand how their employment goals are impacted by SSA and other benefit program rules.

Legal Aid has a total staff of about 86, including 40 attorneys and 14 paralegals, based in two offices (downtown Cincinnati, and downtown Hamilton, Ohio), as well as management, administrative, and support staff. We provide services in Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren Counties. Additionally, we provide CWIC services in Adams, Greene, Fayette, Montgomery, Pike, Ross, and Scioto. Our attorneys and paralegals represent clients in civil legal matters and work with community organizations and client groups.

QUALIFICATIONS

The minimum education requirement is a Bachelor's degree. Preference will be given for prior experience with learning and applying laws or regulations and/or experience as an advocate for people with disabilities.

In addition, the successful candidate will have:

- Excellent oral and written communication skills
- The ability to understand federal and state regulations and apply them, orally and in writing, to client cases
- The demonstrated ability to handle multiple projects and meet deadlines
- Excellent organizational skills
- Computer literacy and competency
- Ability to pass federal background check
- Reliable transportation

BENEFITS AND SALARY

The Legal Aid Society offers a competitive salary with excellent benefits, and a pleasant work environment.

APPLICATION PROCESS

Applicants should submit all listed items, via email:

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

Note:

- Email subject line should reference "Paralegal Hiring Committee."
- Applicants who are chosen for an interview will be asked to complete a writing assignment and bring it with them to the interview.

Paralegal Hiring Committee - Legal Aid Society
staffing@lascinti.org

*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.*