

JOB TITLE: Paralegal
PROJECT: Elder Law Project

JOB SUMMARY:

Serves as an initial contact for potential clients of the Elder Law Project (ELP). Screens applicants to determine their eligibility for Legal Aid services, provides initial assessment of their legal issues, conducts conflicts of interest checks, schedules intake appointments, and drafts pleadings. Refers callers to community resources and other departments within the Legal Aid Society. Maintains call logs/records, enters client data and timeslips in the Legal Server database, drafts letters and other documents, performs clerical/administrative tasks, and assists staff with outreach activities. Work is continually monitored and evaluated by the unit attorney. Receives annual written evaluations from the supervising attorney. Work schedule is as follows: generally Monday through Friday 9:00 a.m. – 5:00 p.m. with occasional evening or weekend work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Makes client telephone calls and performs case screening for elder law clients.
- Performs client intake and prepares cases, including extensive investigations, attempting early resolution of issue with adverse party.
- Assists clients with guardianship, guardianship advocacy, probate, public benefits (Social Security, Medicare, Medicaid (Qualified Income Trusts), VA benefits and food stamps), consumer law and wills and advanced directives.
- Prepares cases for litigation – either defense of eviction or filing of civil case with staff attorney.
- E-files pleadings through portal.
- Maintains general administrative work – prepares files, updates/maintains case management system and other similar duties.
- Performs trainings/presentations and provides assistance at workshops.
- Prepares/orders and distributes outreach flyers, brochures and other materials at fairs and community organizations.
- Attends staff and other meetings in the community as assigned.
- Keeps accurate accounting of time spent on each client's case through the online case management system.
- Stays current on emerging professional information.
- Maintains confidentiality of all information handled.
- Complies with all agency policies and procedures.

- Works with other staff members to form a positive, supportive team atmosphere.
- Must work the days and hours to perform all assigned responsibilities and tasks, and be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
- Must maintain courteous, professional and effective working relationships with employees and clients of the organization.

POSITION REQUIREMENTS:

- Bachelor's Degree in Business Administration, Public Administration, Organization Management or related field required. Paralegal degree or related work experience required – may be substituted on a year-for-year basis.
- Familiarity with guardianship, public benefits (Social Security, Medicare, Medicaid, VA benefits and food stamps), wills and advanced directives.
- Computer literate; knowledge of WordPerfect, Microsoft Word, PowerPoint and general Microsoft Office applications.
- Proficiency in typing, spelling, punctuation, and grammar.
- Excellent judgment, organization, and efficiency, problem-solving and analytical skills in order to perform accurate case analysis.
- Must pass Level 2 background screening.
- Capacity to learn and adapt.
- Willingness to serve the older adult population.
- Dependability, initiative, motivation, and concern for interest of clients.
- Ability to work well with others.
- Strong, positive communication and interpersonal skills.
- Ability to work independently and responsibly.
- High ethical standards.
- Bilingual preferred (*Spanish*)

SALARY RANGE: Salary depending on experience. Full benefits package in addition to salary (health, vision, 401K, disability, life insurance).

APPLICATION PROCESS AND DEADLINE: Email resume and cover letter with salary requirements to hr@legalaidpbc.org by **Monday, May 20, 2019**.

*The Legal Aid Society of Palm Beach County, Inc., is an Equal Opportunity Employer.
EOE ADA*