



TITLE: Benefits Paralegal II (Housing)

MAJOR PURPOSE OF POSITION

There is an immediate opening for a Paralegal II casehandler position based in the Queens Neighborhood Office. The Paralegal will work with our housing attorneys to resolve the government benefits issues involved with our housing practice, including obtaining rent arrears payments and FEPS relief; agency advocacy regarding government benefits; representation of clients at administrative hearings; and outreach and training for affected client communities and service providers.

The office handles a wide range of civil legal issues affecting low-income families and individuals, including housing, family, government benefits and disability.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Provide direct assistance to clients in the benefits area.
- Interview and assess client requests for services
- Represent clients at administrative hearings
- Work with housing attorneys to resolve the government benefits issues involved with housing practice cases
- Obtain rent arrears payments and FEPS rental arrears relief
- Advocate with various agencies regarding government benefits
- Policy advocacy on behalf of clients
- The position may require off-site work and evening hours

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- Paralegal certificate from an accredited school, Bachelor's degree in relevant field or satisfactory completion of a comprehensive in-house training course appropriate to practice area
- Experience in and/or commitment to advocacy on behalf of low-income people is strongly desired
- Strong writing, verbal, organization, and computer skills

Proficiency in languages other than English is desirable, but not required

Send resume and cover letter to: CMHackett@legal-aid.org or fax to (646) 616-4525

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.

The Legal Aid Society
Civil Practice
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