



Posting Date:	12/6/11	Closing Date:	1/30/12
Job Title:	Paralegal II – Health Law Unit	Job Reference Code:	CIVIL-2011-030

### MAJOR PURPOSE OF POSITION

Subject to continued funding, the Civil Practice has a paralegal casehandler position available in the Citywide Health Law Unit. The Health Law Unit operates a Statewide helpline and provides direct legal services to health care consumers and beneficiaries from all five boroughs of New York City. We help clients with the following health issues: Medicaid; Managed Care (Medicaid, CHPlus, FHPlus, Medicare, Commercial, Union and Self-insured); denials of health care benefits and services; access to care and insurance for the uninsured; disability rights and discrimination; immigrant access to health care and services; and access to health care for beneficiaries with Limited English Proficiency. Through a series of grants, the Health Law Unit works closely with nearly 30 community-based organizations to expand their capacity in helping health care consumers. The Unit also provides training and technical assistance to community-based organizations and health care providers and other legal services providers. Finally, the Health Law Unit is actively involved in developing City and State health care policy on behalf of clients. Members of the Unit provide leadership in Statewide consumer advocacy coalitions on a number of health care issues.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Client representation in administrative hearings
- Advocacy with health insurance plans, City, State and federal agencies
- Assisting the attorneys with client representation in State and federal court proceedings and affirmative litigation
- Training for and providing technical assistance to beneficiaries, local community based organizations, health care providers and other legal services providers
- Handling a high volume of individual cases and helpline calls from individuals and community based advocates
- Policy advocacy on behalf of clients
- Conducting off-site intake and providing assistance during evening hours as needed

### 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
- Excellent written, oral advocacy, and computer skills
- Ability to work independently as well as collaboratively in a team and manage a high volume of cases
- Experience in and/or commitment to advocacy on behalf of low-income people and immigrants is strongly desired
- Experience assisting people in crisis is desirable

- Excellent organizational skills
- Proficiency in languages other than English is desirable, but not required

**HOW TO APPLY**

If you wish to be considered for a position, please submit cover letter and resume to the contact person, e-mail or fax # listed below. In addition, please include the Job Reference Code in all correspondence.

<b>Contact Person:</b>	N/A	<b>E-mail:</b>	Jobs-civ@legal-aid.org
<b>Contact #:</b>	N/A	<b>Fax #:</b>	N/A

**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.**