



MAKING THE CASE FOR HUMANITY

Paralegal Casehandler

The Legal Aid Society has a position for a Paralegal II that is immediately available to be based in the 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, Child Health Plus, Family Health Plus, 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, 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.

In this position, you will: provide direct assistance to clients in the health law area; interview and assess client requests for services; client representation in administrative hearings; review case files and analyze documents; assist with telephone helpline; advocate with health insurance plans and City, State and federal agencies; assist with litigation tasks; participate in community outreach; policy advocacy on behalf of clients; develop community education materials and conduct trainings for clients and other advocates, conduct off-site community outreach work, including during evening hours; and perform other duties as assigned.

The ideal candidate must possess: 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 and immigrants is strongly desired; 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; ability to coordinate and collaborate successfully with other groups and organizations; excellent organizational skills; experience assisting people in crisis is desirable, but not required; and proficiency in languages other than English is desirable, but not required. **Please note that attorneys, law graduates and J.D.s will not be considered for this position.**

To Apply: Please email a cover letter and resume in a single PDF document by 11/30 to: jobs-civ@legal-aid.org and include the Job Reference Code: CIVIL-2013-020 in all correspondence and in the subject line of your email.

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.