



Neighborhood Legal Services
of Los Angeles County

**JOB ANNOUNCEMENT:
Paralegal –Medical Legal Community Partnership
January 2023**

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provide a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing training and technical assistance, and community education.

NLSLA is seeking a paralegal to focus on the MLCP-LA project. The ideal candidate will have a demonstrated passion and commitment to public interest and working with people in need. The paralegal will have an opportunity to work in support of clients with varying backgrounds and needs including chronic physical and mental illness, high risk pregnancy, homelessness, re-entry, and substance use disorder. As part of the MLCP-LA team, they will advocate to remove barriers in accessing healthcare, benefits, employment, family law housing, and more. They may also support NLSLA’s other Medical Legal Community Partnership projects. Bilingual ability in English and Spanish is preferred, but not required.

- Position:** Paralegal –Medical Legal Community Partnership (MLCP)
- Availability:** Availability is Immediate.
- Salary:** Salary range \$40,000-\$50,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; flexible spending account (FSA) 125 plan; 403(b) with employer contribution, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.
- Duties and Responsibilities:** The paralegal will work under the supervision of attorney staff. They will be responsible for intake and eligibility screening and providing information and legal assistance on a wide range of legal issues impacting people in poverty including access to healthcare, benefits, employment, family law, housing, and other matters. In addition to maintaining their own caseload, the paralegal may also be called upon to participate in outreach, technical assistance, and trainings.
- Qualifications:** Applicants who are certified paralegals must have one of the following: (1) paralegal certificate, (2) B.A. or B.S. degree with 1 year experience working in a law office or other legal setting under the supervision of a licensed attorney with a letter certifying the experience, or (3) high school degree with 3 years’ experience working in a law office or other legal setting under the supervision of a licensed attorney with a letter certifying the experience. Applicants who are paralegal trainees must be currently enrolled in a college pursuing a degree or paralegal certificate. Preferred candidates will have at least one year of legal experience working with low-income individuals and families. The candidate will be able to handle significant client contact and be dedicated

Neighborhood Legal Services of Los Angeles County | www.nlsla.org | Toll-Free Telephone: (800) 433-6251

GLENDALE OFFICE
Administrative Offices
1104 E. Chevy Chase Dr.
Glendale, CA 91205

EL MONTE OFFICE
3629 Santa Anita Ave.
#109
El Monte, CA 91731

PACOIMA OFFICE
13327 Van Nuys Blvd.
Pacoima, CA 91331

WELLNESS CENTER
Historic General Hospital
1200 N. State St., #1008
Los Angeles, CA 90033

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LEGAL SERVICES CORPORATION

to working with non-profit public interest organizations. Must have excellent interpersonal skills and the ability to conduct research, problem-solve, and work independently with moderate supervision. The candidate must have strong oral and written communication skills in English and preferably also Spanish, coupled with patience and sensitivity to work with people in crisis situations. General poverty law knowledge in the areas of family law, health, housing, immigration, public benefits desirable, and/or re-entry is desirable, but not required.

COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice. NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

To apply:

Applicants should send a cover letter, resume, and writing sample to:

Human Resources
Neighborhood Legal Services of Los Angeles County
1102 E. Chevy Chase Drive
Glendale, CA 91205
Fax: (818) 291-1790 E-mail: employment@nlsla.org

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.