



Neighborhood Legal Services
of Los Angeles County

**JOB ANNOUNCEMENT:
Paralegal- PEHP
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 serving the Antelope Valley community. The paralegal will be part of a team of advocates focused on serving the needs of people experiencing homelessness and those at-risk of homelessness in conjunction with a collaborative of community partners. The ideal candidate will have a demonstrated passion and commitment to public interest law and prior experience assisting low-income individuals and client groups, with a sensitivity to those in crisis. The candidate must have the ability to work collaboratively in a team setting, excellent interpersonal skills, and the ability to liaison with community partners is required. The candidate must have strong oral and written communication skills, coupled with patience and sensitivity in working with people in crisis. Bilingual proficiency in Spanish is preferred, or proficiency in Armenian, Mandarin, Cantonese, or another language spoken in poverty communities preferred, but not required.

- Position:** Paralegal – Lawyers Preventing and Ending Homelessness Project (PEHP)
- 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:** Responsible for working collaboratively with staff and community partners to assist and screen litigants for eligibility, schedule appointments, conduct client interviews, and provide direct service legal assistance. Focus on serving community members in the Antelope Valley. Ensure administrative compliance, including maintaining client files and important documents. Ensure regular communication with community partners, and provide individuals with information and referrals regarding various legal issues.
- Qualifications:** Bilingual proficiency in Spanish preferred, or proficiency in Armenian, Mandarin, Cantonese, or another language spoken in poverty communities preferred, but not required. Experience working with low-income community preferred. 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

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

licensed attorney with a letter certifying the experience.

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.