



Neighborhood Legal Services
of Los Angeles County

**JOB ANNOUNCEMENT:
Paralegal- Benefits Access for Immigrants Los Angeles
February 2023**

Join 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, administrative advocacy, providing training and technical assistance, and community education.

Specifically, NLSLA is seeking a paralegal to help support the Benefits Access for Immigrants Los Angeles (BAILA) Network, a new and exciting collaboration between legal services, community health workers (promotores), community clinics and other organizations to help immigrants access public benefits. This collaboration aims to seamlessly link individuals and families to benefit enrollment assistance, legal services, and other resources within a closed-loop referral network, to maximize benefit enrollment and retention, helping to lift people out of poverty and reduce food insecurity. Learn more at www.bailanetwork.org.

Position: Paralegal- Benefits Access for Immigrants Los Angeles
Temporary Position

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), bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

Duties and Responsibilities: Position will focus on managing an active caseload and working directly with attorneys and other paralegals to meet client needs related to immigrant access to public benefits, including food assistance, health insurance, and cash benefits. Capacity to handle consistent client contact, maintain files and important documents, and efficiently and effectively manage a caseload is required.

In addition, the position will support the BAILA attorneys in daily tasks related to running the BAILA network. This includes monitoring referrals and inquiries made to the network to ensure timely response and high quality service, updating the website with relevant resources and information, helping to create outreach materials, participating in network meetings, and assisting to monitor grant deliverables, etc. Ideally, position will assist in performing outreach in the community and with partners, and give presentations on behalf of the network.

Dedicated experience working with low-income communities and in the non-profit sector is highly desired. Excellent interpersonal and communication skills, including patience and sensitivity working with people in crisis, is required.

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

Qualifications:

B.A. or B.S. degree required, with preference given to applicants with experience working in a legal aid setting. Certified paralegal preferred.

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 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 immigration and public benefits desirable.

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.