



## **Intake Screener- Bankruptcy/Consumer Project**

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

### **ABOUT THIS POSITION:**

The Intake Screener works under the direction of NLSLA Consumer/Bankruptcy Attorneys and is an integral part of a dynamic team of consumer advocates that work on several consumer and bankruptcy initiatives created to examine the impact of debt on individuals, the court, and the community.

In this role, you would report to the Associate Supervising Attorney, and a career path may result in future opportunities as a Paralegal. This position is non-exempt.

### **THIS POSITION MAY BE RIGHT FOR YOU IF:**

- **YOU THRIVE IN A FAST-PACED ENVIRONMENT** and excel at moving through tasks and problem solving independently.
- **YOU ARE A GIFTED COLLABORATOR** and enjoy working in a high-volume team environment.
- **YOU ARE A GOOD COMMUNICATOR** that knows when to ask for help, how to contribute to the team, and how to receive feedback and apply it to your work performance.
- **YOU STAY ON TOP OF IT** with superior time management and organizational skills.

### **WHAT YOU CAN EXPECT TO DO IN THIS ROLE:**

- Speak to litigants who come to/ contact the Consumer or Bankruptcy Self-Help Center seeking assistance to screen them for eligibility and schedule appointments with attorneys.
- Help to maintain the project database and prepare reports from the database.
- Oversee the physical needs of the courthouse office while on site, including maintaining files, ensuring that supplies are kept stocked and equipment is functioning properly.
- Assist with the preparation of documents and assist with court filings.

## HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Knowledge of Consumer and Bankruptcy legal process.
- Experience working with low-income individuals and families.
- Bachelor's degree or other education.
- Be bilingual – Spanish, Mandarin or other transcendent language

You will also stand out if you have:

- Worked in a legal aid law firm.
- Worked in an area where customer service is important.
- Passion for supporting people from different lived experiences.

## WHAT YOU'LL NEED ON DAY ONE:

- High School Diploma
- Intermediate knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Capacity to handle high volume in-person litigant contact and dedicated to working with non-profit public interest organizations.
- Ability to work independently with moderate supervision.
- Bilingual ability in English and Spanish.
- Excellent interpersonal skills, as well as the ability to problem-solve and patience/sensitivity with people in crises.
- Strong communication skills (oral/written).
- Multi-tasking/organizational skills.
- Comfort in managing a high-volume workload.

## WHAT WE OFFER:

The salary range for this position is \$43,000- \$47,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

## **Equal Employment Opportunity Policy**

NLSLA is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, color, religion, sex (including gender identity, gender expression, transgender status, sexual orientation, and pregnancy, including breastfeeding and related medical conditions), national origin, age, disability (physical or mental), genetic information (including family medical history), political affiliation, military status, or other non-merit-based factors or any other status protected under applicable federal, state or local laws. Consistent with these principles, NLSLA also provides reasonable accommodations to qualified employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices. All applicants and employees have the freedom to compete for employment and advancement opportunities, on a fair and equitable playing field.