



Paralegal- Benefits Access for Immigrants Los Angeles

Change Lives and Transform Communities – Join Our Public Benefits Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

NLSLA is seeking a paralegal to help support the Benefits Access for Immigrants Los Angeles (BAILA) Network, a collaboration between legal services providers, community health workers, community clinics, and other organizations to help eligible immigrants access public benefits like Medi-Cal, CalFresh, CalWORKs, and CAPI, and SSA benefits. This collaboration aims to seamlessly link individuals and families to benefit enrollment assistance, legal services, and other resources to maximize benefit enrollment and retention, helping to lift people out of poverty and reduce food insecurity. (Learn more at www.bailanetwork.org.)

The paralegal would work closely with members of NLSLA's BAILA team and Public Benefits team to provide direct legal services to clients related to benefits access and retention issues; conduct community outreach and education efforts; and coordinate with BAILA Network partners and other social services providers.

In this role, you would report to the Supervising Attorney. This position is non-exempt and temporary.

What You'll Do

- Manage 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.

- Support the BAILA team in daily tasks related to running the BAILA network, which 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.
- Assist in performing outreach in the community and with partners, and give presentations on behalf of the Network.

Qualifications

- Qualified candidates must have one of the following:
 - Paralegal Certificate
 - 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.
 - 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. This experience and training shall be completed no later than December 31, 2003.
- We also welcome Paralegal Trainee applicants who:
 - Hold a B.A. or B.S. degree; or
 - Are currently enrolled in a paralegal certificate or degree program.
- Excellent interpersonal skills and the ability to conduct research, problem-solve, and work independently with moderate supervision.
- Strong oral and written communication skills.
- Patience and sensitivity to work with people in crisis situations.

Bonus Points if You

- Have experience working in a legal aid setting.
- Have at least one year of legal experience working with low-income individuals and families.
- Have general poverty law knowledge in the areas of immigration and public benefits.
- Are bilingual in Spanish, due to the high number of Spanish-speaking residents in the community.

What NLSLA Offers

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$47,000–\$58,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Exempt employees are eligible for compensatory time in accordance with company policy.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included and is afforded the respect and dignity they deserve.

NLSLA's Commitments

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower communities.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.