

Manhattan Legal Services (MLS) is seeking a motivated individual to fill the role of Intake Paralegal working and serving our vibrant community-based civil legal advocacy organization based in Manhattan. This position is available immediately

Program Description:

Manhattan Legal Services (MLS) is part of Legal Services NYC (LSNYC), the largest provider of free civil legal services for low-income people in the country. We are dedicated to fighting poverty by providing high-quality legal services in areas such as housing, family law, public benefits, employment, consumer, education, immigration, and disability rights, with special units serving particularly vulnerable populations including survivors of domestic violence, people living with HIV, and LGBTQ community members. We are committed to working in partnership with community-based organizations in the communities we serve in order to address the causes of homelessness, hunger, and family disintegration. This is an exciting opportunity for someone dedicated to serving the needs of low-income individuals.

Responsibilities:

- Conducting eligibility screenings of potential clients, including obtaining necessary demographic data and helping to identify the scope of a client's request for assistance;
- Conducting intake and interviewing of clients- both virtually and in-person in the office and off-site locations; Providing applicants and clients with information, referrals, and/or advice under the supervision of an attorney;
- Entering and tracking client information in databases and grants management systems, running data reports, and assisting in audit preparation;
- Opening and closing case files and ensuring compliance with program protocols;
- Coordinating follow-up services, including appointments, referrals, and client correspondences, and gathering documents and other information;
- Assisting case handlers on client-related matters, including making phone calls, sending correspondence, and obtaining relevant information for the client's cases;
- Maintaining client-related files, including copying, scanning, uploading, and distributing documents;
- Using language-assistance resources, including translation and interpretation services;
- Answering questions and helping to acclimate staff to intake procedures;
- Maintaining familiarity with using internal and external resources to provide referrals

This particular position may include intake responsibilities for various MLS units; at present it will be located in the Disability Advocacy Unit and include HRA MAX SSI work.

Qualifications:

The successful candidate must be detail-oriented, a good communicator, and have excellent interviewing skills. Ability to interact with a wide range of people including low-income clients, case handlers, and representatives of community organizations. The candidate must also be skilled in MS Office suite including Microsoft Word, Excel, Outlook, and PowerPoint. Prior legal services experience is preferred. Additionally, the candidate must demonstrate a commitment to diversity, equity, and inclusion and working in low-income communities and communities of color to advance equity. Bilingual Chinese or bilingual Spanish is required. An associate's, four-year college, or paralegal degree or equivalent skills demonstrated by professional or life experience is required.

How to Apply:

Applicants should send a cover letter, resume, and one writing sample to jobpostingsmls@lsnyc.org. Please write "Intake Paralegal" in the subject line of the email. Please, no telephone calls. Salary and benefits are determined by the LSNYC Collective Bargaining Agreement.

Manhattan Legal Services is an Equal Opportunity Employer. People of color, women, people with disabilities, gay, lesbian, bisexual, transgender persons, and persons over 40 are welcome and are encouraged to apply

All employees are strongly encouraged to continue to receive and maintain up-to-date COVID vaccinations unless they are unable to for medical or religious reasons

Salary Range (Based on years' experience):

- 1-10 years: \$51,883 - \$64,096
- 11-20 years: \$65,124 - \$73,922
- 21+ years: \$76,724 - \$83,706