Brooklyn Legal Services seeks a Part-time (3 days/week) Intake Paralegal for its Disability Advocacy Project.

About Us:
Brooklyn Legal Services, part of Legal Services NYC’s Brooklyn Programs, provides high-quality, innovative representation to address the pressing legal needs of Brooklyn’s diverse low-income population. BLS focuses on the problems that have the greatest impact on our clients — preserving affordable and decent housing, maintaining income support, redressing abusive lending and consumer practices, promoting family stability and mitigating the effects of domestic violence, and advocating for the disabled.

The DAP Project assists low-income residents of Brooklyn who seek federal Social Security benefits based on mental and/or physical disabilities. The Project assists clients with case development, representation at administrative hearings, appeals and issues that arise after an award of benefits. We also collaborate with other providers and community partners to develop and implement strategies to remove systemic barriers to disability benefits.

Roles & Responsibilities:
The part-time intake paralegal responsibilities will include conducting intake, gathering client information, requesting medical records, and coordinating follow-up services, providing legal guidance with the assistance of attorneys, and assisting case-handlers on client related matters.

Experience & Qualifications:
Applicants should have a commitment to social justice and working with low-income communities; excellent research and writing skills, and strong verbal communications skills. Applicants should be able to communicate effectively with individuals from diverse backgrounds and be able to conduct outreach events in low-income neighborhoods. Proficiency in Spanish is highly preferred.

How to Apply
Applicants should send a cover letter, resume, and two writing samples to bkhiring@lsnyc.org. Please write “DAP Intake Paralegal” in the subject line of the email.

Please, no telephone calls.

Additional information about the practice may be found on our website, legalservicesnyc.org.

Salary and benefits are determined by the LS-NYC Collective Bargaining Agreement.

Legal Services NYC is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are strongly encouraged to apply.