Bronx Legal Services seeks paralegals for its Public Benefits Unit.

About Us:

Bronx Legal Services, the largest provider of free civil legal services in the borough, is part of Legal Services NYC’s network of local programs throughout New York City. Our mission is to advance society’s promise to its most vulnerable members: that they are entitled to equal access to our legal system. For over 50 years, we have provided civil legal services that help our clients meet their essential needs and have challenged the systemic injustices that keep them poor.

Our Public Benefits Unit (PBU) fights to retain, obtain, or increase critical public benefits, including cash public assistance, SNAP/Food Stamps, WIC, HASA benefits, and rent subsidies (such as FHEPS and CityFHEPS). We also specialize in health law issues, helping people obtain or retain public health insurance and services such as Medicare, Medicaid, and long-term care.

Position:

We are seeking paralegals to join our PBU. Our talented team of advocates includes over 18 people. Paralegals primarily work in partnership with housing attorneys to prevent evictions, maximize benefits in the household, and eliminate barriers to promote longer-term stability for families and individuals. In addition to helping clients facing evictions, PBU paralegals have an independent caseload of clients whom they assist with the full spectrum of benefits issues.

Paralegals advocate with administrative agencies to challenge denials, reductions, or terminations of public benefits; conduct community education and outreach; provide litigation support; assess potential clients for our services; and give legal guidance in collaboration with attorneys. Paralegals are responsible for case advocacy, including housing subsidy applications, public assistance applications, and administrative hearings.

Paralegals will also be part of the LGBTQ Advocacy Project, which may require outreach and the provision of comprehensive legal services to LGBTQ+ residents of the Bronx.

Occasional evening and weekend outreach will be necessary.

We are looking for candidates who want to work in a fast-paced environment and will employ creative strategies and collaborations in the pursuit of justice. Paralegals are expected to work closely with attorneys and community partners.

When conducting off-site intake and outreach, the paralegal will be expected to enter and upload relevant data and documents into our case management system and complete conflict checks, whenever possible.

Qualifications:

Qualifications include:

- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- Prior work experience or post-high school education preferred;
- Fluency or proficiency in Spanish or another language commonly spoken by Bronx residents is strongly preferred;
- Ability to speak with people of diverse backgrounds and build trust, be able to treat people with respect, and identify clients’ needs quickly and accurately;
- Ability to advocate or fight for someone else, maintain composure under pressure, and present information to an authority figure;
- Understand the dynamics of intimate partner/domestic violence and trafficking, as well as the effects abuse, crime, and trauma have on individuals and communities;
- Aptitude for working with victims of crime, noncitizens, older persons, and/or people with disabilities;
- Good writing skills;
- Excellent organizational skills and strong facility with numbers;
- Experience working with low-income people; and
- Experience with public benefits strongly preferred.

How to Apply:

To apply for the position, send a cover letter, resume, names of three references, and two recent writing samples via e-mail to: Bronx-BenefitsHiring@lsnyc.org

The e-mail should include “Bronx Benefits Paralegal Position” in the subject line.

Only candidates selected for interviews will be contacted. No telephone calls. Bronx Legal Services is an equal opportunity
and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, and transgender people, and people over age 40 are all welcomed and encouraged to apply.