

Manhattan Legal Services (MLS) is seeking a motivated individual to fill the role of Intake Paralegal for the HRA Maximizing Disability Project, which seeks to move people from public assistance to federal disability benefits, as well as performing other intake paralegal duties as needed at MLS.

#### **Our Organization:**

Manhattan Legal Services (MLS) is seeking a motivated individual to fill the role of Intake Paralegal for the HRA Maximizing Disability Project, which seeks to move people from public assistance to federal disability benefits, as well as performing other intake paralegal duties as needed at MLS.

#### **Responsibilities:**

Intake Paralegal duties include conducting eligibility screenings of potential clients; entering client information into several databases; opening and closing files for clients; coordinating follow-up services for clients including appointments, referrals, client correspondence, and gathering documents; assisting case-handlers on client-related matters; assisting with case development providing advice and information under the supervision of an attorney; using translation services; running database reports; maintaining client-related files, and providing outside referrals. This particular position includes accepting referrals from HRA and completing reporting for the HRA Maximizing Disability Project, which is scheduled to end in June of 2023. The position will also include providing intake responsibilities to other MLS units as needed.

#### **Qualifications:**

Qualifications include:

- Excellent interviewing skill
- Excellent communication skills;
- Excellent computer skills
- Experience working with a diverse low-income population;
- Associates, college or paralegal degree or equivalent skills demonstrated by professional or life experience;
- Excellent organizational skills;
- Commitment to diversity, equity, and inclusion;
- Bilingual Chinese Speaker Required.

#### **Health Recommendation**

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

#### **How to Apply**

Applicants should send a cover letter, resume, and one writing sample to [jobpostingsmls@lsnyc.org](mailto: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.

**SALARY RANGE:** \$50,991-\$82,266