Queens Legal Services (QLS) seeks an Intake Paralegal for its Government Benefits Unit and Education Rights Projects (ERP) in our vibrant community-based civil legal advocacy organization in Queens.

Our Organization:

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education and community partnerships. We provide free legal counseling, representation and referrals in civil matters involving the essentials of life including housing, public and disability benefits, domestic violence prevention, consumer and homeowner protections, access to education and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We provide civil legal services from our Community Law Center (Center) in Jamaica and at the Queens Family Justice Center (QFJC) where we are the founding onsite community partner. We are part of a network of local programs that make up Legal Services NYC (LSNYC), the largest free civil legal services provider in the United States.

The Government Benefits Unit assists low-income residents of Queens who seek Government Benefits including Public Assistance, Medicaid/Medicare, HASA, and Social Security benefits. The Project assists clients with case development, representation at administrative hearings, appeals in state and federal court, 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 public & disability benefits. The Unit works with people with a wide range of disabilities, including home-bound clients, clients with mental illness and clients with complex treatment schedules. The Unit's highly qualified advocates are experts in assisting clients obtain public assistance and disability benefits.

The ERP project helps with the educational needs of all children, with a focus on children with special needs, and their families. Attorneys investigate and develop disability, school suspension and special education claims and represent students at suspension hearings, impartial hearings, and proceedings before the Office of State Review, and federal court.

Responsibilities:

- Conducting intake and eligibility screenings of potential clients, including obtaining necessary demographic data and scope of the client’s request for assistance;
- Entering and tracking client information in electronic format into databases and grant management systems and other formats, running reports with the data and assisting in preparation of audits;
- Opening and closing files for clients and ensuring compliance with program protocols;
- Coordinating follow-up services, including appointments, referrals, client correspondence, and gathering documents and other information;
- Assisting case-handlers on client-related matters, including making phone calls, sending correspondence and obtaining information;
- Providing information, referrals and legal advice and assistance to clients under the supervision of an attorney;
- Investigating and developing disability claims;
- Using translation services;
- Maintaining client-related files, including copying, scanning, uploading and distributing documents;
- Using language-assistance resources, including translation and interpretation services available to assist LEP clients and community members;
- Off-site intake, at community partner or other locations may be required; and
- Fluency in Spanish strongly preferred.

Experience & Qualifications:

The successful candidate must be detail-oriented, and possess strong interviewing, writing, communication and organizational skills. We seek candidates that are able to work with a wide range of people including low-income clients, case handlers, and representatives of community organizations. Candidates should have a demonstrated passion for social justice and commitment to working with low-income communities and communities of color to advance equality. The candidate must also be skilled in the entire MS Office suite including Excel, Word, Outlook and Power Point, with the ability to learn additional software and new technologies. Strong cultural or personal ties to the communities we serve are preferred.

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 email a cover letter, resume, names of three references and two recent writing samples to jobs@queenslegalservices.org. Please write "GB Paralegal" in the subject line of the email. Only candidates selected...
for interviews will be contacted. No telephone calls please.

Salary is commensurate with experience. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time. QLS is an equal opportunity employer. It is an organization committed to race, gender and economic justice in our work and within our workplace.

QLS staff are members of the LSSA/NOLSW UAW Local 2320. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

Salary Range (Based on years' experience):

- 1-10 years: $50,991 - $62,993
- 11-20 years: $64,004 - $72,651
- 21+ years: $75,404 - $82,266