Brooklyn Legal Services seeks an Intake Paralegal for its Disability Advocacy Project.

Our Organization:

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.

Brooklyn Legal Services, part of Legal Services NYC, 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.

LSNYC prides itself on its Diversity, Equity, and Inclusion (DEI) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. Our DEI committee and numerous affinity groups work to foster collegial relationships among staff and allow staff to explore and advocate for racial justice and anti-oppression growth within our organization and through our legal work. All employees are expected to learn about, seek to understand, and work to realize our DEI goals. LSNYC provides numerous opportunities for growth and professional development. Our Learning Center provides opportunities to earn free CLE credits and gain experience as a trainer.

Role & Responsibilities:

The intake paralegal will be responsible for conducting intake, gathering client information and coordinating follow-up services, and maintaining information in our electronic case management system. The intake paralegal will investigate and develop disability claims and will assist with evaluating the merits of claims. The intake paralegal will also provide advice and legal assistance to clients in certain matters. Some advocacy and outreach opportunities may also be available.

Experience & Qualifications:

Applicants should have a commitment to social justice; excellent interviewing, writing, and communication skills; experience working with low-income people and people with disabilities; excellent organizational skills; and proficiency with Microsoft Office, internet research, and willingness to learn and adapt to new technology. Proficiency in Spanish is highly 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 send a cover letter, resume, and two writing samples to bhiring@sbls.org. Please write DAP Intake Paralegal in the email’s subject line. Please, no telephone calls.

Salary and benefits are determined by the LSNYC Collective Bargaining Agreement.

Legal Services NYC is an equal-opportunity 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.

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