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[www.benefitslawcenter.org](http://www.benefitslawcenter.org)

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## POSITION DESCRIPTION: FULL-TIME PARALEGAL

1/7/2020

Benefits Law Center (formerly the Seattle Community Law Center) is a 501(c)3 nonprofit organization that is dedicated to providing high-quality Social Security and SSI representation to the people with disabilities who are homeless or low-income. Our goal is to bring economic security to our clients by ensuring that they receive the benefits they are eligible to receive.

We are looking for a passionate and dedicated individual with 3+ years of prior experience as a paralegal, legal assistant, social worker, or case manager to become an integral part of our small team of legal professionals and volunteers.

### Duties:

- Co-coordinate BLC's intake of new clients, including: answering phones, conducting telephone or in-person interviews of prospective clients, entering client information into LegalServer client management database, scheduling client meetings, and tracking potential clients until their case is assigned to an attorney and the client comes into the office for an initial meeting or clinic.
- Provide community information and referrals to callers as appropriate.
- Help to maintain BLC case files throughout the life of the case, including assisting attorneys in preparing case files for hearing and preparing physical case file for closing and archiving.
- Provide ongoing support to BLC staff, including but not limited to: maintaining e-files, creating and posting/faxing formal and informal correspondence, follow up with local Social Security offices, assisting with database management.
- Assist attorneys with discovery, including obtaining medical and other evidence.
- Work collaboratively with BLC staff to conduct outreach and develop self-help materials for advocates, providers, and our client-base.
- Recruit, train, and work with volunteers.
- Contribute to BLC's culture of philanthropy by actively increasing awareness and community interest in BLC.

### Qualifications:

- 3+ years of prior experience as a paralegal, legal assistant, social worker, or case manager is preferred.
- Self-motivated, and able to work both collaboratively and independently.
- Demonstrated ability to follow through on long-term tasks until completed.
- Intermediate to advanced knowledge of calendaring, word processing and database applications.

- Experience and/or commitment to serving individuals with physical and mental disabilities as well as members of the community who are low-income or homeless.
- Excellent oral and written communication skills, including client interview skills.
- Ability to maintain confidentiality of sensitive legal and medical information.
  - Demonstrated ability to work collaboratively with attorneys, volunteers, community members, and public and private entities.
- Experience with conflict management and providing excellent customer service.
- Second Language Skills Preferred. In addition to having complete mastery of communicating in English, we encourage applications from candidates who have the ability to communicate fluently in one or more languages that are critical to BLC clients, which include: Spanish, ASL, Russian, Somali, Mandarin, and Vietnamese.

BLC is an equal opportunity employer. Compensation for a 35 hour work week includes BLC medical package, transportation benefit, paid sick and vacation time, and family leave. Salary range starts at \$50,000+.

Interested candidates should email a letter of interest, and current resume to: Alex Doolittle at [alex - at - benefitslawcenter.org](mailto:alex-at-benefitslawcenter.org) . **You letter of interest should be no longer than two pages, and should include specific examples of why you want to work at BLC and how you have utilized or developed your qualifications to make you the right candidate.**

Please look to our website for more information about our work: [www.benefitslawcenter.org](http://www.benefitslawcenter.org)