



JOB ANNOUNCEMENT

Paralegal/Senior Paralegal Benefits Advocacy Hearings Program (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add 30 talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

Position Description: ICLC seeks talented full-time Paralegals or Senior Paralegals for a ground-breaking new project that is helping homeless individuals with disabilities gain access to critical income-support benefits. The Benefits Advocacy Hearings Program is a new initiative that is part of a larger team already providing technical assistance to partner agencies on disability benefits applications for individuals who are homeless throughout Los Angeles County. The positions will focus on providing paralegal support to attorneys who conduct hearings on cases for Supplemental Security Income, Social Security Disability Insurance and Cash Assistance Program for Immigrants.

The Paralegals will work as part of a team and will provide paralegal support to the hearing team and ICLC team members. The Paralegals will request medical records, organize hearing records, prepare records for hearings, submit records in a timely manner, interact with representatives of the Social Security Administration, and interact with clients. Other duties include handling email and other correspondence, formatting and editing Word documents, scheduling appointments and meetings, preparing documents and materials for training sessions, interacting with public and community agencies such as the Department of Public Social Services, and updating the Project website. The Paralegals may also perform other duties as needed.

Hiring Criteria: Commitment to ICLC's mission and values. Excellent oral and written communication skills. Organized and detail-oriented. Ability to assume responsibility quickly and independently manage varied responsibilities. Ability to use good judgment, multitask and meet deadlines. Experience with Outlook and the Microsoft Office Suite. Ability to learn and utilize databases, software, and case management systems. Excellent customer service skills. Certification as a paralegal or a bachelor's degree is required.

We are seeking several Paralegals to join this team. Some positions will require the ability to speak, read and write Spanish or another second language.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits. This position is funded for three years, with a possibility for extension based on future funding.

How to Apply: Cover letters and resumes are reviewed upon receipt and well-qualified applicants will be invited to interview right away. Applications will be accepted until the position is filled, at which time, the job announcement will be removed from our website at www.innercitylaw.org. To apply, please email your resume, cover letter detailing interest in the position, and three references to Juliet Arganaraz, Director of Administration at careers@innercitylaw.org.

ICLC is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.