



JOB ANNOUNCEMENT

Paralegal/Senior Paralegal Disability Benefits Hearing 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 about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

Position Description: ICLC is seeking a talented, full-time Paralegal or Senior Paralegal for a groundbreaking new project that is helping homeless individuals with disabilities gain access to critical income-support benefits. The position 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 Paralegal will work as part of a team and will provide paralegal support to the hearing team and ICLC team members. The Paralegal 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 Paralegal may also perform other duties as needed. The ideal candidate will be very organized and have previous experience with SSI, SSDI or other disability benefits.

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. Prior SSI, SSDI or other disability benefits experience a plus. Must be a certified paralegal or have a bachelor's degree.

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 applications will be accepted until the position is filled. To apply, please email your resume, cover letter detailing interest in the position, and three references to Ketayma Stewart, Hiring Consultant at careers@innercitylaw.org.

ICLC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.