



JOB ANNOUNCEMENT

Paralegal/Senior Paralegal Disability Benefits Technical Assistance Program (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row in Downtown Los Angeles. 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 have disabilities or are experiencing homelessness, 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 more clients.

Position Description: ICLC is searching for a talented, full-time Paralegal for a project that is helping homeless individuals with disabilities gain access to critical income-support benefits. This position involves providing paralegal support to attorneys who provide trainings and technical assistance to community partners assisting clients experiencing homelessness apply for disability benefits such as SSI, SSDI, and CAPI and to assist attorneys with immigration representation of clients. This is a unique opportunity to join an exciting new project that will positively impact thousands of individuals' lives in Los Angeles.

Position Duties: The Paralegal will support attorneys with limited scope immigration representation cases, including: scheduling and meeting with clients for intake and follow-ups, preparing client documents and files; scheduling and coordinating clients' livescan and USCIS appointments; filing initial FOIA requests with USCIS; and updating client case management and tracking systems. The Paralegal will work as part of a team and will provide paralegal support to the attorneys and ICLC team members, including: handling email and other correspondence, formatting and editing Word documents; scheduling appointments and meetings; preparing documents and materials for training sessions; entering and keeping up databases; interacting with Project community partners and government agencies such as SSA and Department of Public Social Services; and other duties as needed such as updating Project website.

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. Prior immigration law experience a plus. Prior SSI, SSDI or other disability benefits experience a plus. Must be bilingual in Spanish.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits.

How to Apply: Applications will be accepted until the position is filled. To apply, please email your resume and cover letter to Anna Carrillo, HR Coordinator, at careers@innercitylaw.org. Applications will not be considered if both resume and cover letter are not provided.

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.