

Inland Counties Legal Services, Inc.

Celebrating 60 Years of Serving San Bernardino and Riverside Counties. Call us today at 888-245-4257 or apply online today!



www.inlandlegal.org

Join Our Staff

Immigration Attorney

Purpose of Position:

Inland Counties Legal Services, Inc. is a non-profit organization providing legal services to low income individuals residing in Riverside and San Bernardino Counties. We are seeking a California licensed Attorney to join the Immigration Practice Group. The Immigration Practice Group assists victims of domestic violence and related crimes obtain or maintain lawful status.

EDUCATION/ EXPERIENCE REQUIREMENTS:

- Education: Degree from a law school and an active member of the California Bar in good standing.
- Work Experience: Ability to understand the objectives of poverty law.
- Prior work experience, paid or volunteer, in a legal services office serving low-income clients, considered an asset for employment.
- Language:
 - An ability to relate to the client community being served.
 - The ability to speak the Spanish language is a desirable asset.
- Other: Must have a valid Driver License

To apply, submit a letter of interest and resume to: Human Resources Manager at HRManager@icls.org or Fax (951) 398-4931.

MWD/EOE

Legal Secretary

Purpose of Position:

To perform comprehensive secretarial functions in a legal office to support the legal work of the advocates and the administrative needs of the practice group/team.

EDUCATION/ EXPERIENCE REQUIREMENTS:

- Education: High School diploma, Business School graduate or equivalent.
- Work Experience: A minimum of one year of legal experience.
- Language: Ability to communicate in English, including speaking, reading, and writing competently. An ability to relate to the client community being served. Bilingual preferred in English/Spanish: read, write, and speak.

AVAILABLE OPENINGS:

- Immigration: Indio Office
- Consumer: Riverside Office
- Housing: San Bernardino Office

To apply, submit a letter of interest and resume to: Human Resources Manager at HRManager@icls.org or (951) 398-4931.

MWD/EOE

Paralegal

Purpose of Position:

Healthcare / Public Benefits - Victorville

Under the supervision of the Health/Public Benefits Group Director, the Paralegal will provide legal services to eligible clients to ensure the clients obtain the Public Benefits they are entitled to receive. The Paralegal maintains a caseload in Healthcare/Public Benefits, providing council and advice, Brief Services and representation in Administrative hearings. MWD/EOE

Immigration - Riverside

Under the supervision of the Immigration Practice Group Director, the Paralegal will provide legal services to eligible clients to ensure the clients obtain the assistance they are entitled to receive. The Paralegal maintains a caseload in Domestic Violence and Immigration providing council and advice, Brief Services and representation in Administrative hearings, if accredited with USCIS. MWD/EOE

Housing - San Bernardino

Under the supervision of the Housing Practice Group Director, the Paralegal will provide legal services to eligible clients to ensure the clients obtain the assistance they are entitled to receive. The Paralegal maintains a caseload in Housing matters, providing council and advice, Brief Services and representation in Administrative hearings. Some travel to Barstow and Joshua Tree will be required. MWD/EOE

Intake - Riverside

Under the supervision of the Intake Practice Group Director, the Paralegal will provide legal services to eligible clients to ensure the clients obtain the assistance they are entitled to receive. The Paralegal maintains a caseload in Elder Law matters, providing council and advice, Brief Services and representation in Administrative hearings. MWD/EOE

- **EDUCATION:**

- Paralegal Certificate.
- BS/BA plus one-year legal experience.
- High School diploma/GED plus 3-years legal experience.

- **Language:**

- English. Spanish speaking is a desirable asset, but not required.
- An ability to relate to the client community being served.

To apply, submit a letter of interest and resume to: Human Resources Manager at HRManager@icls.org or (951) 398-4931.

MWD/EOE

Health & Benefits Attorney

Purposes of Position:

Under the supervision of the Health/Public Benefits Group Director, the attorney will provide legal services to eligible clients to ensure the clients obtain the Public Benefits they are entitled to receive. The attorney will also be active with the Health team to provide holistic legal services to eligible clients.

- **Education:** Degree from law school and active member of the California Bar in good standing.
- **Work Experience:** Ability to understand the objectives of poverty law. Prior work experience, paid or volunteer, in legal service office serving low-income clients is considered an asset for employment. Entry level attorney (0-5 years' experience) who is highly motivated and passionate about public service work, with sensitivity to those in crisis. Excellent writing, speaking and organizational skills and the ability to communicate effectively with clients, healthcare providers, community organizations, attorneys, the judiciary and the public. Background in substantive legal areas impacting impoverished communities and experience working with low-income organizations and client groups preferred.
- **Language:** English.
 - Spanish speaking is a desirable asset, but not required.
 - An ability to relate to the client community being served.

If you would like to be considered for this position, Please email a Cover Letter, your Resume, and a Writing Sample to: HRtemp@icls.org MWD/EOE

Receptionist/Intake Screener

Purpose of Position:

An Intake Screener/ receptionist is the first point of contact for potential clients. Intake Screener/ receptionist must be professional, respectful and compassionate in obtaining basic information about the applicant and their legal problem quickly and efficiently to determine if applicant is eligible. Intake Screener/ receptionist must provide high-quality information, screening of potential clients, meaningful referrals and scheduling of appointments. Intake Screener/ receptionist must have the ability to handle busy phones with finesse and sensitivity to applicant situation. Intake Screener/ receptionist must be organized, use good judgment and common sense and pay attention to detail. Intake Screener/ receptionist must have computer skills and knowledge of standard office equipment, such as telephones, computers, copiers, and others. Intake Screener/ receptionist will use active listening skills and collect the information in a professional and caring manner as well as ensuring compliance with all company policies and procedures. We are looking for upbeat, energetic people with outgoing personalities; Intake Screener/ receptionist must have a passion for helping others, have a strong work ethic and be responsible and reliable.

- **EDUCATION/ EXPERIENCE REQUIREMENTS:** High School Diploma or GED or Certificate of Completion. Prior work experience as a receptionist or Intake Screener in a professional office preferred. Heavy phone volume/ customer interaction. Prefer experience working with low income persons. An understanding of the client community being served. Prior customer service experience. Fluency in the Spanish language: speaking, reading and writing. Strong communication and phone skills. Displays the ability to communicate effectively with others, listen closely and convey points clearly. Strong active listening skills. Demonstrates excellent customer service skills and the ability to calm applicants who may be distraught. Professional demeanor. MS Word, MS Excel, MS Outlook, Data Entry
- **Language:** English.
 - Spanish speaking is a desirable asset, but not required.
 - An ability to relate to the client community being served.

If you would like to be considered for this position, Please email your resume to:
HRtemp@icls.org MWD/EOE

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<http://www.inlandlegal.org/node/8/join-our-staff>

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