



## **Position Announcement**

<b>Job Title:</b>	Public Benefits Homeless Advocacy Clinic Paralegal
<b>FLSA Classification:</b>	Non-Exempt
<b>Reports To:</b>	Practice Group Director
<b>Supervises:</b>	None

Inland Counties Legal Services is seeking a Paralegal to join our Public Benefits Team and support our new Homeless Advocacy Clinic. Inland Counties Legal Services, Inc. is a nonprofit organization providing legal services to low-income persons residing in Riverside and San Bernardino Counties. ICLS targets services to seniors and those in the greatest social and economic need. Legal services are provided by attorneys, or paralegals under the direct supervision of an attorney. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), as well as direct representation before administrative law and civil courts. ICLS provides legal assistance in a variety of areas of law. The eight practice groups are: Outreach, Consumer, Housing, Family Law, Immigration, Systemic/Impact, Health Law, and Public Benefits. Visit our website at [www.inlandlegal.org](http://www.inlandlegal.org) for more information.

### **Overview of Position**

Under the direct supervision of the Practice Group Director or other attorney, the Public Benefits Paralegal assists in providing comprehensive legal services, advocacy, and representation to clients, including helping with the application for and maintenance of low-income and disability benefits for vulnerable individuals reliant upon such income for housing and living expenses.

### **Specific Duties and Responsibilities**

- Assist clients referred to our Homeless Advocacy Clinic with obtaining public benefits and vital documents, participate in regular outreach to those experiencing homelessness throughout Riverside and San Bernardino Counties, contribute to presentations and community education, and attend strategic planning meetings with community partners
- Develop broad legal expertise in public benefits
- Interview and counsel clients
- Assist with conducting research, reviewing medical records, and evaluating claims based on merit
- Drafting and filing applications, appeals and briefs, as well as engage in mediation and negotiation to satisfactorily resolve clients' legal issues
- Assist and/or represent clients during the application and appeal process for disability benefits and other public benefits
- Assist clients in achieving document readiness (e.g., obtaining California ID card, birth certificates, marriage certificates etc.) that impacts their ability to obtain benefits and housing
- Work effectively as part of a team that includes attorneys, support staff, volunteers, and students
- Regularly participate in clinics/workshops and community outreach projects.
- Performs other related duties as required

### **Desired Education and Experience**



- Four (4) year college degree or Paralegal Certificate from an ABA accredited school
- One year of relevant legal experience preferred, particularly experience working on public benefits legal issues.
- Ability to understand the objectives of poverty law
- Experience working with low-income organizations and client groups preferred.
- Effective oral and written communication skills
- Self-motivated, takes initiative, ability to learn quickly
- Language: ability to read, write, and communicate in English with Spanish being a plus
- Under the current Emergency Temporary Standard from OSHA, all ICLS employees are required to be fully vaccinated for COVID-19, or receive a reasonable accommodation due to either medical reasons or sincerely held religious beliefs.

### **Compensation and Benefits:**

Compensation: \$22.42 to 34.36 Hourly DOE. Generous benefits package includes Medical, Dental, Vision, Life Insurance, and matching 401K retirement plan contribution. Fourteen (14) paid holidays, generous vacation and sick leave policy, a School Loan Reimbursement Assistance Program (LRAP), and a cell phone stipend. ICLS is offering a hybrid work schedule.

### **How to Apply:**

Submit a resume and cover letter to [HRManager@icls.org](mailto:HRManager@icls.org).

Inland Counties Legal Services is an Equal Opportunity Employer.

We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All aspects of employment including decisions to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.