November 1, 2022

JOB ANNOUNCEMENT

SUPERVISING PARALEGAL
GOVERNMENT BENEFITS PROJECT

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a paralegal to supervise the work of Mobilization for Justice's Government Benefits Project. The candidate will supervise a team of advocates who help low-income New Yorkers with public benefits problems, with a special focus on helping people obtain Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI) benefits.

MFJ's mission is to achieve justice for all. MFJ prioritizes the needs of people who are low-income, disenfranchised, or have disabilities as they struggle to overcome the effects of social injustice and systemic racism. We provide the highest-quality free, direct civil legal assistance, conduct community education, and build partnerships, engage in policy advocacy, and bring impact litigation. We assist more than 14,000 New Yorkers each year, benefitting over 24,000. MFJ is a 165+ person staff comprised of attorneys, paralegals, social workers, and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice.

Responsibilities include, but are not limited to:
- Supervising advocates who represent clients in Social Security Disability hearings at the Office of Hearings Operations (OHO) and appeals to the Appeals Council (AC).
- Engaging in advocacy, including your own docket of OHO hearings and AC appeals.
- Drafting, editing, and providing feedback on pre-hearing memos and AC briefs.
- Supervising advocates who help clients with a wide-range of other government benefit problems, including public assistance for individuals and families, SNAP, Access-A-Ride, etc.
- Developing community partnerships and outreach plans.
- Inputting and maintaining records, reviewing files, and closing files in our case management system.
- Managing and reporting on government contracts and other grants.
- Creating and updating community educational and training materials.
- Identifying systemic problems, with a particular emphasis on disability justice problems, that MFJ can address through policy, advocacy and/or impact litigation.
- Working with management team to address general office needs and administrative tasks.

Requirements:
- College degree.
- Demonstrated expertise and knowledge of SSI and SSDI law, including relevant case law, the listing of impairments, POMs, etc.
- Excellent research, writing, and editing skills.
- Leadership, team-building, and mentoring skills.

- Highly organized with excellent time management skills.
- Prior supervisory experience preferred.

Salary: Commensurate with experience, with excellent fringe benefits. The salary range for this position is $66,993.27 to $104,889.48.

Applicants should email a cover letter, resume and writing sample to recruitment@mfjlegal.org with "**Government Benefits Project Staff Attorney 2022**" in the subject line. We encourage all applicants to include in their cover letter a statement about how their background or experience might contribute to the diversity and perspective of our office. Please indicate where you saw this ad. Applications must be received by November 30, 2022. Early applications encouraged. No telephone calls please.

In compliance with New York City's directives, MFJ requires all employees to be fully vaccinated against COVID-19. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to commencement of employment at MFJ.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MFJ IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration for employment without regard to race, color, sex, gender, age, religion, national origin, citizen status, marital status, physical or mental disability, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by law. BIPOC, women, people with disabilities, and LBGTQIA+ candidates are encouraged to apply.