

September 8, 2014

**Job Announcement – Paralegal/Legal Services Assistant  
Government Benefits Project**

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is hiring a paralegal/legal services assistant to provide a wide-range of legal services for low-income New Yorkers in its Government Benefits Project., including SSI/SSD benefits for adults and children, health benefits, including Medicaid and other insurance, Food Stamps, and other benefits. The paralegal may also assist clients with immigration applications for DACA and similar benefits.

**Responsibilities include, but are not limited to:**

- Conducting client interviews in person, on the telephone, and at community-based organizations, sometimes in the evenings;
- Providing advice, counsel and brief services under the supervision of an attorney;
- Assisting individuals in completing relevant applications and forms;
- Providing advocacy with public assistance office, Social Security Administration and other government offices;
- Representing clients at administrative hearings;
- Providing attorneys with case and litigation support, including preparing detailed spreadsheets in complex wage and hour cases;
- Conducting community outreach and education;
- Creating and updating community educational and training materials; and
- Inputting and maintaining records in case management system.

**Requirements:**

- A bachelor's degree;
- Strong organizational skills and ability to manage responsibilities of various projects;
- Excellent writing and communication skills;
- Excellent database and computer skills;
- Willingness to see clients and conduct trainings throughout the five boroughs of New York City, sometimes in the evening;
- Ability to work collaboratively yet independently; and
- Fluency in Spanish or a Chinese Dialect.

Paralegal experience a plus.

**Salary** is pursuant to a collective bargaining agreement with excellent fringe benefits.

Applicants should send cover letter, resume and writing sample addressed to Montel Cherry at [mcherry@mfy.org](mailto:mcherry@mfy.org) with **Legal Services Assistant** in the subject line. Applications are due September 29, 2014. Due to the volume of resumes received, we will respond only to applicants selected for interviews.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply. For further information about MFY, please go to [www.mfy.org](http://www.mfy.org).