

July 18, 2022

**JOB ANNOUNCEMENT
SUPERVISING PARALEGAL – MOBILIZATION FOR JUSTICE, INC.**

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 social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities. We do this by providing the highest quality direct civil legal assistance, conducting community education, building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ is a 150+ 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:

- Supervising advocates who regularly conduct 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.
- At least 4 years of full-time experience representing clients at OHO hearings.
- In-depth 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.

Applicants should submit cover letter, resume and writing sample to Kevin M. Cremin, transmitted by e-mail to kcremin@mfjlegal.org with “GBP SUPERVISING PARALEGAL” in the subject line. The writing sample must be a redacted pre-hearing memo or AC brief. 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 August 8, 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. BIPOC, women, people with disabilities, LGBT+ people are welcome and encouraged to apply.