

July 17, 2013

Job Announcement - Paralegal

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, has an opening in its Mental Health Law Project for a paralegal to work with MFY attorneys and people with mental illness. The primary emphasis of this position will be on supporting mental health consumers as they seek to achieve employment-related goals. Strategies will include conducting training on the interplay between work and Social Security disability benefits, compiling data on those who report earnings to Social Security, and representing clients at overpayment hearings, among others. The position will include opportunities for outreach and education alongside direct contact with mental health consumers.

MFY's 55-person staff is comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace. For more information, visit www.mfy.org.

The paralegal's responsibilities include, but are not limited to:

- Conducting client interviews, in person, on the telephone and in some cases at community-based organizations;
- Providing advice, counsel and brief services to mental health consumers under the supervision of an attorney;
- Assisting *pro se* individuals in completing relevant applications and forms;
- Representing clients at administrative hearings;
- Providing attorneys with case and litigation support;
- Conducting community outreach and education, and training people with mental illness and mental health providers on substantive law matters;
- Creating and updating community educational and training materials;
- Maintaining detailed records in office database.

Requirements:

1. A bachelor's degree or accreditation as a paralegal;
2. Strong organizational skills and ability to manage responsibilities of various projects;
3. Excellent writing and communication skills;
4. Excellent database and computer skills;
5. Willingness to see clients and conduct trainings throughout the five boroughs of New York City, sometimes in the evening;
6. Ability to work collaboratively yet independently;
7. Fluency in Spanish a plus;
8. 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 Mallory Curran, Supervising Attorney, via email to mcurran@mfy.org with MHLP Paralegal in the subject line. **Applications must be received by 5:00 p.m. Eastern on Monday, July 29, 2013.** Early applications are appreciated. No phone calls, please. Due to the volume of résumés received for recent postings, we will respond only to applicants selected for interviews.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER