

April 27, 2022

Job Announcement

Legal Services Assistant (Paralegal) Mental Health Law Project

Mobilization for Justice (MFJ), 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/legal services assistant to work with a team of attorneys that represent people with mental health disabilities in civil legal matters. The paralegal will work in MFJ's Mental Health Law Project (MHLP), where the primary emphasis is on ensuring income stability by obtaining and maintaining government benefits, including health benefits; eviction prevention; and addressing systemic discrimination against people with mental health disabilities.

The paralegal will help the MHLP serve New Yorkers in all five boroughs in a variety of practice areas, including Social Security benefits; health benefits, such as Medicaid and other insurance; Public Assistance; Housing, including SCRIE/DRIE, Section 8, Supportive Housing and Public Housing; and administrative proceedings, including NYCHA, HPD, DHCR and New York City Commission on Human Rights. The paralegal will be responsible for providing back up to MHLP's intake attorney. The paralegal will also assist clients with civil matters which do not require an appearance in court, including advocating for reasonable accommodations. The position includes opportunities for outreach and education.

The Mental Health Law Project works in collaboration with mental health treatment providers and social workers in inpatient and outpatient settings using a medical-legal partnership model. We use outreach, training, advocacy, and litigation to address problems affecting people with mental health disabilities.

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 140+ 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, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

Responsibilities include, but are not limited to:

- Coordinating with and providing regular back up to MHLP's intake attorney.
- Conducting client intakes in person, on the telephone, virtually, or at off-site clinics, including clubhouses, outpatient clinics and hospitals, sometimes outside of usual business hours.
- Providing attorneys with case development and litigation support.
- Providing advice, counsel, and brief services under the supervision of an attorney.
- Assisting individuals in completing relevant applications and forms.

- Providing advocacy in administrative proceedings, with government agencies, landlords, caretakers and other entities and persons impacting our clients.
- Representing clients at administrative hearings.
- Conducting community outreach and education and training people with mental illness, community groups, advocates and mental health providers on substantive law matters.
- Creating and updating community educational and training materials.
- Inputting and maintaining detailed records in the case management system.

Requirements:

- A college degree.
- Experience or demonstrated interest in working with people with mental health disabilities.
- Experience working full-time as a paralegal on government benefits or housing issues is preferred.
- Strong organizational skills and ability to manage responsibilities of various projects.
- Excellent writing and communication skills.
- Willingness to visit clients and conduct trainings throughout the five boroughs of New York City, sometimes outside of usual business hours.
- Fluency in Spanish, Mandarin, Cantonese, Russian, French, or Bangla is a plus.

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

Applicants should email a cover letter, resume and writing sample to Kevin M. Cremin, Director of Litigation for Disability and Aging Rights, and transmitted by e-mail to kcremin@mfjlegal.org with “**Mental Health Law Project Paralegal 2022**” in the subject line. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and equity of our office. Please indicate where you saw this ad. Applications must be received by May 15, 2022. Early applications encouraged. No telephone calls please.

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

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER. BIPOC, women, people with disabilities, LGBT+ people are welcome and encouraged to apply.