

September 26, 2014

**Job Announcement – Paralegal / Legal Services Assistant
Temporary 1 Year Position**

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 work for one year with attorneys in MFY's Mental Health Law Project on civil legal matters. The position will include serving as a first point of contact for potential Mental Health Law Project clients and conducting community education.

The legal services assistant's responsibilities include, but are not limited to:

- Conducting client interviews, in person, on the telephone and at community-based organizations;
- Under the supervision of an attorney, providing advice, counsel and brief services to people with mental illness;
- Providing attorneys with case and litigation support;
- Conducting community outreach and education, and training people with mental illness and mental health providers;
- Creating and updating community educational and training materials;
- Liaising with other advocates to affect policy change; and
- Inputting and maintaining records in a case management system.

Requirements:

1. A bachelor's degree;
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; and
6. Ability to work collaboratively yet independently.

Fluency in Spanish and paralegal experience are a plus.

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

Applicants should submit a cover letter, resume, and writing sample addressed to Mallory Curran, and transmitted by e-mail to [mcurran\[at\]mfy.org](mailto:mcurran[at]mfy.org) with "MHLP Paralegal" in the subject line. Applications must be received by **Wednesday, October 15, 2014**. Early applications are appreciated. No telephone calls please.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER. People of color, women, people with disabilities, and gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.

For further information about MFY, please go to www.mfy.org.