

October 22, 2015

**Job Announcement – Paralegal/Legal Services Assistant
Mental Health Law Project**

MFY Legal Services, Inc. (MFY) is a non-profit legal services organization that provides free civil legal services to low-income New Yorkers. MFY is hiring a paralegal/legal services assistant to support and work with attorneys in MFY's Mental Health Law Project. The paralegal/legal services assistant will also provide a wide range of legal services to low-income New Yorkers in various areas, including but not limited to 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 may also assist clients with any other civil matters which do not require an appearance in court. In addition, the position includes opportunities for outreach and education.

Responsibilities include, but are not limited to:

- Conducting client intake on the telephone or in person, in the office or off-site in the community, 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 in administrative proceedings, with landlords, government agencies, care-takers and other entities and persons impacting our clients;
- Representing clients at administrative hearings;
- Providing attorneys with case and litigation support;
- 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; and
- Inputting and maintaining detailed records in case management system.

Requirements:

- A bachelor's degree;
- Two years' experience working full-time as a paralegal on landlord-tenant and/or government benefits issues;
- Strong organizational skills and ability to manage responsibilities of various projects;
- Excellent writing and communication skills;
- Excellent database and computer skills;
- Willingness to visit 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 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 John Bart at jbart@mfy.org with **Paralegal/Legal Services Assistant** in the subject line. Applications will be accepted and candidates interviewed on a rolling basis until the position is filled. Due to the volume of resumes received, we will respond only to applicants selected for interviews. No telephone inquiries please.

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.