

# LEGAL AID SOCIETY OF GREATER CINCINNATI

April 2022

## SPANISH-SPEAKING ADMINISTRATIVE LAW PARALEGAL ADVOCATE, FULL-TIME

The Legal Aid Society's mission is to solve the serious legal problems of low-income people in our community, to promote economic and family stability, and to reduce poverty through effective legal assistance. Legal Aid provides exemplary legal assistance to our vulnerable neighbors in Hamilton, Butler, Clermont, Warren, Brown, Clinton, and Highland counties.

Legal Aid attorneys, paralegal advocates, and support staff provide direct and impactful assistance to the most vulnerable in our community facing legal crises ranging from eviction, domestic violence, abuse and neglect, loss of benefits, immigration problems, foreclosure, education issues and more. Legal Aid provides a full range of legal services to our client community. We represent clients in civil legal cases, as well as carry out advocacy for low-income groups. We participate with social services agencies and other groups to improve public policy affecting low-income people.

We seek to hire a full-time Spanish-speaking paralegal advocate to represent citizens and non-citizens in our communities. This advocate will focus on administrative law and regulations. Under the supervision of an attorney, the paralegal advocate will carry their own caseload of clients and advocate for the legal rights of those clients. They will spend at least half of their time in the Income, Work and Health (IWH) Practice Group representing clients in cases and hearings with administrative agencies like the Department of Job and Family Services and Medicaid, the Unemployment Compensation Review Commission, Social Security, the Bureau of Motor Vehicles and the Department of Veterans Affairs. They will conduct outreach to Spanish-speaking individuals and families who may have issues within these agencies. They will also work with others at Legal Aid to improve the systems that our Spanish-speaking and immigrant clients must engage in to secure employment and benefits.

If you want to make a difference in our community through dedicated service to our most vulnerable neighbors, we want to hear from you. Minimum education requirement is a Bachelor's degree. Prior employment experience in a social justice/social service setting is preferred. In addition, successful candidates will have:

- Excellent oral and written communication skills
- The demonstrated ability to handle multiple projects and meet deadlines
- Excellent organizational skills
- Reliable transportation – travel within our 7-county service is required

### APPLICATION INSTRUCTIONS

Candidates must submit all of the listed items, as Word or pdf documents to [staffing@lascinti.org](mailto:staffing@lascinti.org). Please note “**Spanish-speaking Administrative Law Paralegal Advocate Hiring Committee LAS045-22**” in the subject line.

1. Cover letter explaining the reasons for your interest,
2. Current resume, and
3. Contact information for three professional references.

***Please note, applications without a cover letter will not be considered.*** Interviews will be arranged by Employer, no phone calls please.

**The Legal Aid Society is an Equal Opportunity Employer. The Legal Aid Society offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation.**

All applications acknowledged.