

Legal Services
of
southern
piedmont



a full measure of justice
for those in need

Charlotte Office

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JOB NOTICE: PARALEGAL-ADVOCATE FAMILY SUPPORT AND HEALTH CARE PROGRAM

Posted December 1 2009: Open Until Filled

Legal Services of Southern Piedmont, a non-profit provider of free civil legal assistance to low-income persons in the Charlotte area and Western North Carolina, seeks a paralegal in its Charlotte office for the Family Support and Health Care Program. The program ensures that low-income children, the elderly, disabled persons, immigrants and their families have access to health care and public services, obtains specific relief for the individuals and families who contact the program for assistance, and utilizes systemic advocacy strategies to change the rules, procedures and practices of federal and state agencies to ensure access to health care and public services for affected persons in NC. Program staff handle cases involving Medicaid, the Children's Health Insurance Program, Food Stamps, Supplemental Security Income, Social Security, Work First Family Assistance, mental health services, quality nursing home care and other issues, and work with other LSSP staff, including bi-lingual staff in the LSSP Immigrant Justice project, to provide outreach and education services.

LSSP is committed to aggressive advocacy on behalf of the poor in many areas of law and in all forums in which the rights and interests of the poor are determined. LSSP is funded by the United Way of Central Carolinas, grants from federal, state and local government agencies and private foundations and individual contributions but receives no Legal Services Corporation funds. More information about LSSP and the Family Support and Health Care Program can be found at our website: www.lssp.org.

Duties include intake, legal assistance under attorney supervision and work on outreach, community legal education and advocacy projects primarily in Charlotte but also throughout NC.

Requires college degree, paralegal certification or equivalent experience; commitment to working with low-income people; proficiency in oral and written communication; strong analytic ability; self-motivated and dependable. Sufficient knowledge of Spanish to conduct client interviews without interpreter is helpful but not required. Salary \$26,000+ DOE; generous leave and benefits.

To Apply send (1) a detailed letter explaining your qualifications for and your interest in these specific positions and this organization, a description of your experience with low-income people, special interest in or qualifications for any LSSP program and other relevant information; (2) a resume; (3) writing sample; and (4) names and telephone numbers of three references to: Kenneth Schorr, Executive Director, Legal Services of Southern Piedmont, by email to kens@lssp.org or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, email is preferred. Form letters and inquiries not containing this information will not be considered.

Equal opportunity employer.

Women, minorities and disabled persons are encouraged to apply.

Legal Services of Southern Piedmont

Family Support and Health Care Program

MISSION

The mission of the LSSP Family Support and Health Care Program is to ensure that low-income children, the elderly, disabled persons, immigrants and their families have access to health care and public services.

CASE TYPES

The major problems or issues addressed by this program are access to:

- Medicaid
- Medicare
- Child Health Insurance Program (CHIP)
- Food Stamps
- Supplemental Security Income
- Social Security
- Mental health services
- Emergency assistance
- Child care assistance
- Child support enforcement services
- Quality nursing and rest home care
- Work First Family Assistance
 - Benefit diversion
 - Employment supportive services

GOALS AND OBJECTIVES

This program focuses on the following four issues:

1) Access to quality health care for children and their parents in low and moderate-income families through Medicaid, the Children's Health Insurance Program, and private health insurance coverage.

2) Assisting families on welfare, formerly on welfare, or in danger of needing welfare, in becoming or remaining self-sufficient, by improving access to child support enforcement, quality child care, higher education, training, transportation, treatment of substance abuse, Food Stamps, the Earned Income Tax Credit and other tax benefits, Medicaid, affordable housing, and other supportive services.

3) Improving health care and income support for the disabled and elderly poor, with a focus on issues involving Social Security, SSI, Medicaid, Medicare, and on improving mental health services, care in nursing and rest homes, access to community-based care, services to the HIV-positive population, and managed care.

4) Working closely with LSSP's Immigrant Justice Project to address the above issues as they impact the immigrant population in this region, including addressing language barriers and other barriers which particularly limit access of immigrants, non-English speaking citizens, and their children to public services and health care.

Program representation is designed both to obtain specific relief for the individuals and families who contact the program for assistance, and also to utilize systemic advocacy strategies to change the rules, procedures and practices of federal and state agencies to ensure access to health care and public services for all affected persons. Measured outcomes will show the number of persons assisted and the dollar value of benefits or services obtained.