



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Admin & Intake Paralegal
<b>LOCATION:</b>	Philadelphia
<b>STATUS:</b>	Non-Exempt
<b>SUPERVISED BY:</b>	Lead Intake Attorney

**JOB SUMMARY:** The Admin & Intake Paralegal is responsible for supporting the intake system at JaW. A significant portion of the Admin & Intake Paralegal's responsibilities will be administrative work, including the opening and closing of cases in the agency's case management system and ensuring staff members' completion of compliance-related case management protocols. The Admin & Intake Paralegal will also conduct phone and in-person client intake interviews on a regular basis and convey high quality legal advice, under the supervision of the Lead Intake Attorney and to the extent permitted by law. If time allows, and depending on the changing needs of JaW, the paralegal may provide attorneys with support on casework as coordinated by the Lead Intake Attorney. When assigned, casework support will make up less than 5% of the overall position. The anticipated start date is mid-Summer to late Summer 2021.

**ABOUT JUSTICE AT WORK:** Justice at Work is a nonprofit legal aid provider based in Pennsylvania. Our mission is to support low-wage workers as they pursue economic and social justice. We advance our mission through the provision of legal services, education, and advocacy. We employ a client-centered model of service: we seek to address clients' challenges based on the unique circumstances of each individual, with a focus on their viewpoint and goals; we recognize that justice is a process; we believe that the experience we create for our clients as we guide them through the legal process is as important as the ultimate legal outcomes we seek to bring about. We have offices in Pittsburgh and Philadelphia and provide legal services throughout Pennsylvania. We focus much of our work on Spanish-speaking immigrant and migrant communities living in small cities, towns and agricultural communities across the state. We strive to center marginalized community voices and are working toward prioritizing racial justice in our advocacy and among our staff, board, clients and volunteers.

### Required Qualifications:

- High School diploma or equivalent
- Excellent verbal and written communication skills in both Spanish and English; must be able to effectively communicate with Spanish speakers without the use of an interpreter.
- Ability to work well with a wide range of people
- Commitment to recognizing and promoting the dignity of all people
- Ability & willingness to adjust work schedules to meet community needs, including weekend and evening work
- Valid driver's license and the ability to travel independently for off-site meetings, trainings and to engage in mobile advocacy, in a rental car provided by us
- Demonstrated resourcefulness and ability to take initiative in development and completion of

Justice at Work | [justiceatworklegalaid.org](http://justiceatworklegalaid.org)

990 Spring Garden St., Ste. 300 | Philadelphia, PA 19123 | (215) 733-0878  
5907 Penn Ave., Ste. 320 | Pittsburgh, PA 15206 | (412) 701-4368

- projects
- Flexibility

#### **Preferred Qualifications:**

- Experience with individuals or communities experiencing structural oppression and/or poverty
- Experience interviewing individuals who have experienced trauma
- Experience working with farmworker, migrant and/or immigrant communities

#### **Responsibilities:**

- Handles the opening and closing of all cases in the electronic case management system;
- Works to ensure staff members' compliance with agency protocols on case opening and closing;
- Under the direction of the Lead Intake Attorney, participates in the development of internal intake and admin-related resources for staff at the agency;
- Conducts intake interviews on a regular basis, most frequently over the telephone
- As permitted by law where no license is required, provide assistance on behalf of clients in appropriate areas of expertise, including advice and informal advocacy;
- In substantive areas where a license is required and as directed or reviewed by a supervising or other licensed attorney, relay advice or other assistance to clients or facilitate the referral of clients to other legal services programs or other resources, including acting as liaison;
- Where time allows, supports attorney casework on a range of cases at JaW, as coordinated and supervised by the Lead Intake Attorney;
- Attend training in relevant substantive and procedural law areas;
- Demonstrate knowledge of the law and the immigration legal system after receiving formal and informal training;
- Comply with all applicable regulations, policies and grant requirements;
- Develop and maintain good relationships with the client community, state and local partners and other community groups;
- Ensure that all applicable client files, data and reports are accurate, complete, and timely;
- Accurately track all time and data as required;
- Demonstrate dependability through good attendance, adherence to timelines and schedules, and regular communication with supervisor;
- Embrace and support our overall mission, standards, policies and procedures, and confidentiality guidelines.

#### **Physical Requirements**

This work requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation
- Lifting (up to 25 pounds of files, supplies or minor office equipment)
- Requires substantial time spent typing
- Requires driving for up to 4 to 5 hours at a time

**Salary & Benefits:** The hourly wage rate for this position begins at \$20.50 per hour. Overtime hours (hours beyond 40 hours in a workweek) will be paid at one and a half times the regular rate. Salary for this position will be commensurate with qualifications. We also offer up to \$7,500 per year in student

loan repayment assistance. Employment at Justice at Work includes excellent benefits including medical, dental, vision, life insurance, short and long-term disability coverage, retirement plan, plus generous sick, vacation and personal paid leave.

**Application Process:** Accepted on a rolling basis but priority will be given to applicants who submit their cover letter and resume by June 21, 2021. Applicants should send a cover letter and resume to [jobs@justiceatworklegalaid.org](mailto:jobs@justiceatworklegalaid.org).

***Non-Discrimination:** JaW is committed to fostering opportunities for all, particularly those from underrepresented and marginalized communities. We follow an equal opportunity employment policy and employ personnel without regard to race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability status, veteran status, military obligations and marital status. Diverse candidates are strongly encouraged to apply.*

**NOTE:** The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.