

**CENTRAL CALIFORNIA LEGAL SERVICES, INC.  
JOB OPENING ANNOUNCEMENT  
PARALEGAL—HEALTH CONSUMER CENTER**

Position: Paralegal  
Application Deadline: Until filled  
Location: Fresno Office  
Term of Employment: No Specified Ending Date  
Other: Full-time, FLSA Non-Exempt, Union Position

**To Apply:** Please send or e-mail cover letter, resume, and three references along with a legal writing sample (no more than 10 pages) to:

Manuel Romero, Director Administration  
mromero@centralcallegal.org

***CCLS seeks applicants for a full-time paralegal position.*** The assignment will be with the Health Consumer Center for representation of consumers with health-related legal issues.

**PROGRAM DESCRIPTION:** Established in August 1966, Central California Legal Services, Inc. (CCLS) provides free legal advice and representation in civil matters to eligible low-income individuals throughout the counties of Fresno, Tulare, Kings, Merced, Tuolumne and Mariposa. In addition, through a partnership with the statewide Health Consumer Alliance, CCLS's Health Consumer Center also serves residents in the counties of Madera, San Luis Obispo, Stanislaus, Monterey and San Benito regarding health care concerns. CCLS employs attorneys, paralegals and support staff with significant program support from pro bono attorneys, law students, interns and other volunteers. Services are delivered through fully staffed offices located in the cities of Fresno, Merced and Visalia.

**POSITION DESCRIPTION:** Under direct attorney supervision, provide high quality legal services, interview clients, represent clients in administrative hearings, investigate facts in a variety of cases, and perform other related work as necessary for effective client representation and efficient. Will foster a cooperative and productive relationship with the staff and community groups. A commitment to team work within the staff is essential. The position is non-exempt.

**DUTIES:**

1. Interview, assist and otherwise provide high quality services to clients consistent with CCLS program priorities.
2. Assist attorneys in preparation of cases for litigation, including but not limited to preparing memoranda, letters and standard legal documents and pleadings.
3. Investigate and effectively resolve client complaints through research; negotiate with opposing parties and other entities as appropriate.
4. Participate in administrative hearings as needed.
5. Work with other CCLS advocates to ensure the delivery of high-quality legal services, including the development and maintenance of a client caseload under the supervision of the Health Consumer Center supervising attorney.

6. Identify and analyze systemic issues through individual casework, review of CCLS data and participation in statewide networks of legal services advocates.
7. Interface with other CCLS advocates, client groups and community-based service providers as appropriate.
8. Participate in the planning, development and production of outreach activities and events including presentations and workshops for community members, professional groups, and agencies throughout the Health Consumer Center's coverage area.
9. Participate in weekly CCLS case review meetings.
10. Carry out CCLS policies and procedures.
11. Attend training and keep abreast of changes in the law.
12. Perform other duties as assigned.

#### **QUALIFICATIONS:**

1. Demonstrate a genuine interest in the needs and legal rights of low-income people.
2. Ability to follow case review policies and procedures.
3. Knowledge of or ability to learn the principles and procedures of administrative agencies, hearing rights, and consumer grievance systems.
4. Knowledge of or ability to learn substantive poverty law in the area of public benefits.
5. Knowledge and experience with health care laws and regulations, including the ACA.
6. Ability to effectively conduct client interviews, investigations, and legal research.
7. Ability to identify necessary information to be gathered to facilitate resolution, operative facts, determinative issues, discovery of information, and the means to carry out the plan.
8. Superior interpersonal, oral and written communication skills.
9. Demonstrated ability to work closely with others in a small unit setting.
10. Ability to communicate effectively with people with communication barriers including those who are stressed or confused, those who suffer from physical or mental disabilities or those for whom English is a second language.
11. Demonstrated ability to work effectively with diverse groups of individuals and organizations including ability to provide leadership within a culturally diverse environment; must maintain effective interpersonal relationships at all organizational levels and with the public.
12. Bilingual ability highly preferred (Spanish/English, Hmong/English).
13. Competency/experience with PC systems and standard software (Microsoft Office, Access, Word, Excel, Outlook, PowerPoint, and other relevant databases).
14. Reliable transportation, a valid CA Drivers' License with appropriate car insurance.
15. Commitment to the rights and empowerment of clients.

**SALARY/BENEFITS:** Salary DOE, medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional organizations dues paid by CCLS; May qualify for the School Loan Reimbursement Assistance Program and/or a Bilingual Supplement.

***CCLS is an equal opportunity employer. CCLS values diversity. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply***

**POST DATE: 04/03/2019**