



BENEFITS LEGAL ASSISTANT

The Alliance for Children's Rights is seeking a Benefits Program legal assistant to help children in out-of-home care obtain the appropriate type and level of monetary benefits and supportive services. The legal assistant will support the program staff attorneys, assist in supervising volunteers, and handle a case load. The applicant must have the ability to work independently and handle multiple tasks simultaneously in a fast-paced environment, as well as be willing to become part of a cohesive team of legal advocates working on behalf of vulnerable children throughout Los Angeles County. The person in this position reports to the Benefits Program Director.

OUR MISSION AND SERVICES

The Alliance for Children's Rights is a non-profit legal services organization devoted to protecting the rights of abused and impoverished children in Los Angeles County. Our mission is to provide poor children, primarily in foster care, with free legal representation and appropriate social service referrals. Since its founding in 1992, the Alliance has helped nearly 150,000 children and youth.

RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Conduct client intake and screening.
- Support program staff by opening, closing and maintaining case files.
- Gather documents from various sources to support our cases.
- Handle individual case load by working to resolve benefits disputes informally with the County.
- File applications for state hearings for cases that cannot be resolved informally.
- Coordinate communication with other programs at the Alliance to facilitate a holistic approach to serving clients.
- Train and support law student interns and community volunteers.
- Facilitate communication between clients, program staff, pro bono attorneys, County representatives and service providers.
- Develop bilingual project materials.
- Participate in community outreach and trainings.
- Administrative duties, including copying, data entry and filing.
- Other support duties as required.

QUALIFICATIONS:

- Strong interpersonal skills and a desire to help people.
- Strong organizational skills.
- Strong communication skills.
- Must be bilingual (Spanish/English).
- College graduate, Paralegal Certification, or equivalent work experience.
- Experience with foster care is helpful but not mandatory.

Competitive salary and benefits. Submit cover letter and resume to Adam Cherensky, The Alliance for Children's Rights, 3333 Wilshire Blvd., Suite 550, Los Angeles, CA 90010, or e-mail to a.cherensky@kids-alliance.org. Email is preferred.

The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, gender, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition.