



New Haven Legal Assistance seeks Bi-lingual Legal Assistant

Description of LAA:

For over 50 years, New Haven Legal Assistance has provided high quality legal assistance to low-income individuals living in the Greater New Haven area. Our staff represent children, domestic violence victims, the disabled, elderly, and immigrants. We use a combination of individual representation and broad based advocacy to respond to our client population's needs.

Responsibilities:

1. Typing, word processing on a computer, proofreading, revising, filing, and retrieving filed materials as required by offices or units assigned.
2. Composing and completing letters, forms, memos, legal documents and similar items.
3. Making and receiving telephone calls and making appointments for designated staff members.
4. Interpreting and translating for staff in the office.
5. Interpreting for staff outside the office within the NHLAA service area.
6. Conducting intake interviews and preparing applications.
7. Developing and maintaining relationships with social service agencies, to keep updated resource guides and support outreach efforts.
8. Making referrals and following up referrals of clients to appropriate alternative or additional sources of assistance.

Qualifications:

1. Ability to speak, understand, write, read, interpret, and translate Spanish and English.
2. Strong computer skills, including the ability to electronically file documents with courts and government agencies, and proficiency in NHLAA's case management system, donor database and software programs (including Outlook, Word and Excel).
3. Strong organizational skills.
4. Good verbal and written communication skills.
5. Strong interpersonal skills.
6. Access to an automobile, insured and licensed to drive in Connecticut.
7. Willingness to translate/interpret in NHLAA service area.

For more information about LAA, please see www.nhlegal.org

Salary is commensurate with experience. Very generous benefits package.

Application process:

Please submit cover letter, resume, and list of references by Friday September 7, 2018 to Carolyn Gontarski at cgontarski@nhlegal.org.

It is the policy of New Haven Legal Assistance to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state or local law.