



JOB ANNOUNCEMENT STAFF PARALEGAL / NON-PROFIT ELDER LAW OFFICE

Senior Adults Legal Assistance (SALA) is a non-profit Elder Law office that provides free legal services to Santa Clara County residents age 60 or older, targeting clients who are low income or at risk of abuse, displacement, or loss of independence. SALA has a staff of six attorneys that specialize in these areas of importance to our target population: Public Benefits (Social Security, SSI, Medicare, Medi-Cal); Housing; Elder Abuse; Nursing Homes and Alternatives to Institutionalization; Consumer/Finance; and basic Legal Planning for the Future.

SALA seeks candidates for a Staff Paralegal to fill in during the leave of a member of our staff. This is a temporary full-time position that is available from June 2022 through December 2022, and possibly after that time depending upon SALA's funding and our agency needs.

JOB RESPONSIBILITIES INCLUDE

Under the direction and supervision of an attorney on SALA's staff:

- Conduct client interviews remotely by phone, in-person at SALA's Central Office, or in-person at senior centers located throughout Santa Clara County (when SALA appointments are available at these sites);
- Make home visits to homebound or institutionalized clients;
- Provide legal assistance to clients, including representation before state or federal administrative agencies if permitted by law;
- Conduct community education or outreach activities virtually or in-person at senior centers or other locations;
- Manage own caseload;
- Administrative responsibilities related to client statistics/reports, time/billing records, and program evaluation;
- Other duties as assigned.

QUALIFICATIONS

- Certificate from a paralegal program or a BA/BS degree plus at least 1 year of law-related experience under supervision of an attorney who has been an active member of the California Bar for the preceding 3 years;
- Demonstrated commitment to the needs of the elderly and/or low income populations;
- Bilingual skills in English/Spanish, English/Mandarin, English/Vietnamese or other languages spoken by SALA's target clientele are highly desirable;
- Proficiency in Microsoft Word, Excel, and Outlook;
- California Drivers License and auto liability insurance as required by SALA's funders and insurance carrier.

PHYSICAL REQUIREMENTS:

- Frequent use of computer keyboard;
- Use of office equipment, such as copier, printer, and fax machine.

COVID-19 CONSIDERATIONS: Proof of vaccination required as condition of employment.

SALARY: \$27.50 per hour, 35 hours per week. SALA's regular work schedule is 35 hours per week. Paid agency holidays and sick leave. Temporary positions at SALA do not qualify for any other benefits.

APPLICATIONS: Submit applications to Supervising Attorney Michele Schroeder at mschroeder@sala.org or mail to SALA, 1425 Koll Circle #109, San Jose, CA 95112. A complete application should include a resume, a cover letter, and names and contact information for two professional references.

SALA is an Equal Opportunity Employer

SALA's services are funded in part by: Sourcewise · Legal Services Trust Fund Program · Equal Access Fund · California Department of Aging · County of Santa Clara · City of Campbell · City of Cupertino · City of Milpitas · City of Mountain View · City of Palo Alto · City of San Jose · City of Santa Clara · City of Sunnyvale · Silicon Valley Campaign for Legal Services

May 26, 2022