

CASA MYRNA

JOB DESCRIPTION

Paralegal , Legal Program

Casa Myrna is Greater Boston's foremost provider of solutions to end domestic and dating violence. The agency maintains three residential programs in Boston for women and children made homeless by domestic violence, a comprehensive range of supportive services provided at the programs and at the main office, and SafeLink, the only statewide 24/7 toll-free domestic violence hotline in Massachusetts. The Legal Program serves clients by: representing them in domestic violence family law matters in the Probate & Family Courts and in restraining order hearings in both the District Courts and Probate & Family Courts; offering brief service and/or limited representation in certain cases where full representation is not provided; and managing a Legal help Line for telephone assistance and intake purposes. The Legal Program's clients are Casa Myrna's program participants, as well as community clients who are not otherwise connected with Casa Myrna, and Legal Help Line callers. The Paralegal is an integral part of the Legal Program and works closely with the attorneys on a variety of cases, projects and tasks.

Principal Duties and Responsibilities

- Responsible for Legal Helpline by monitoring messages, responding to callers, and providing follow-up tasks when appropriate.
- Conducts legal intake interviews with community clients and Casa Myrna shelter clients.
- Assists the Legal Program Attorneys with legal casework, including communicating with clients, conducting legal research, drafting memoranda, organizing files and accompanying attorneys to court.
- Accompanies clients to court on restraining order and family law matters.
- Assists with grant management and reporting requirements.
- Assists with administrative tasks within the Legal Program.
- Performs additional duties as assigned by the Managing Attorney.

Qualifications and Requirements

- Bachelor's degree preferred or Associates degree, paralegal certificate with three years experience
- Experience with legal issues and procedures strongly preferred.
- Minimum two years experience in providing legal services, with a focus on domestic violence and family law.
- Demonstrated sensitivity to the needs of abused women, particularly Latina, African American and other people of color.
- Familiarity with community agencies and resources preferred.
- Demonstrated ability to utilize appropriate communication techniques when responding to callers/clients that shows sensitivity to their needs.
- Ability to interact with callers and clients in a non-judgmental manner.
- Excellent communication and client advocacy skills.
- Ability to prioritize, manage multiple tasks; ability to work independently and in a team.
- Strong computer and organizational skills.
- Maintains professional boundaries at all times.
- Maintains confidentiality regarding program participants
- Fluency in Spanish and English required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves binders of printed material. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must be able to travel to various locations as the work demands, including, but not limited to courts and other agencies.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including travel in inclement weather. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary:**Location: Boston (South End), MA**

Casa Myrna is an equal opportunity employer committed to workforce diversity.

Please submit cover letter, resume and salary requirements to jobs@casamyrna.org