



Daniel K. Glazier
Executive Director and
General Counsel

Part-time Office Manager/Paralegal Public Benefits Programs

JOB SUMMARY:

Legal Services of Eastern Missouri, Inc. (LSEM), a non-profit law firm that provides free legal assistance to people living with low-income/low opportunity, seeks a part-time Office Manager/Paralegal for its Public Benefits Program.

This Program assist clients in a variety of public benefits-related cases including Medicaid, food stamps, Social Security overpayments, TANF, childcare assistance, blind pension, Medicare, and Medicare Savings Programs.

Position Duties & Responsibilities:

Office Manager

- Create systems of organization and record-keeping
- Maintain LSEM manuals
- Maintain office equipment
- Distribute unit mail and faxes
- Order office supplies
- Maintain copier

Paralegal

- Open, review, organize, and close client files
- Track specific client issues to spot trends and further systemic advocacy efforts
- Conduct legal research
- Communicate with clients, schedule client meetings, and conduct fact and document gathering
- Handle routine phone calls and client correspondence
- Serve as a source of client information, support, and advocacy
- When necessary, provide clients with community resources specific to their needs
- Assist clients in completing food stamp applications
- Assist clients in completing Medicaid applications, including requesting medical records on their behalf
- Assist in hearing preparation
- Assist with outreach, including creating outreach materials

Skills and Qualifications needed:

- Ability to interact with clients in a patient and compassionate manner
- Familiarity working with low-income populations a plus
- Ability to work collaboratively with others
- Excellent communication skills

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- Energetic and committed to LSEM's mission
- Attention to detail and strong organizational skills
- Knowledge of Microsoft Office (Word, Excel, Access)
- Notary license or willingness to obtain notary license
- Paralegal certificate, other relevant studies and/or legal secretary experience is highly preferred

Salary & Benefits Information:

Salary commensurate with experience. Excellent benefits including paid time off, 11 holidays, 403(b) and profit sharing plan, employee assistance plan and paid training.

Application Information:

Interested candidates should send a cover letter and resume to John Early, Director of Human Resources & Operations at jgearly@lsem.org.

Submission Deadline: March 11, 2018

Equal access to LSEM's office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above. LSEM is an equal opportunity employer.