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PHILADELPHIA, PENNSYLVANIA 19106-1535  
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## **Position: Paralegal Position, Medical-Legal-Community Partnership**

### **Background:**

The Medical-Legal-Community Partnership (MLCP), a program of Philadelphia Legal Assistance (PLA), seeks to hire a Haverford Fellow to become part of a unique legal care team. PLA is a non-profit organization primarily funded by the Legal Services Corporation. In the MLCP, legal staff operate on-site, in a West Philadelphia community health center and collaborate with the healthcare team to address the legal aspects of patients' medical and social services needs that so often undermine access to and the effective provision of care. By working in partnership, medical, legal and social service staff can address, collectively, the host of issues that can impede vulnerable populations' access to and ability to benefit from, as well as adhere to, protocols to treat and prevent illness.

MLP teams address such issues as: Health insurance access and income supports; housing safety and security; utility shutoff prevention; legal status; family stability and child welfare issues; domestic violence and other health-harming legal issues.

### **Responsibilities:**

The successful candidate will have a variety of responsibilities, including: Interviewing and advising patients who become clients via referrals from health center staff; working with healthcare providers to understand the relationship between clients' legal, medical, and social circumstances; evaluating a client's situation and making appropriate referrals; negotiating with local and state agencies to help clients access critical benefits; representing clients in administrative proceedings; researching, understanding and utilizing statutes and regulations (including those that fall under the Affordable Care Act); coordinating and managing case referrals; community outreach and education on legal rights.

### **Minimum Qualifications:**

We seek a college graduate with a demonstrated commitment to community service and strong customer service skills. This person is a resourceful problem-solver who can collaborate as a member of an interdisciplinary team. Strong candidates will have excellent written and oral communication skills. Academic background in public health, health policy, legal studies, or social services preferred. Attention to detail and ability to follow specific protocols are a must.

### **SUPERVISOR/CONTACT INFORMATION**

Fellow will report to the MLCP Director, Maggie Eisen  
Philadelphia Legal Assistance  
42 S. 15<sup>th</sup> Street, Suite 500  
Philadelphia, PA 19102  
215-981-3826  
meisen@philalegal.org  
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### **Position: Fellow at the PA Farmworker Project (PFP) of Philadelphia Legal Assistance**

This Fellowship is ideal for someone who is interested in employment and immigrant rights, the debate raging over the state of America's agricultural labor force, the working and living conditions of farmworkers, and the concept of "guest worker" programs as a solution to presumed labor shortages, as well as about Pennsylvania's varied agricultural industries. It is also an opportunity to experience working in a law office while still being able to utilize language skills with a diverse population of Spanish speakers and spend time out of the office in rural environments. The Fellow will gain substantive knowledge of state and federal protections for farmworkers, including state and federal minimum wage and overtime laws, and anti-discrimination laws.

**Background:** The Pennsylvania Farmworker Project (PFP) is a unit of Philadelphia Legal Assistance (PLA). PFP provides legal information and representation to the migrant and seasonal agricultural worker population of Pennsylvania. The vast majority of farmworkers are monolingual Spanish speakers who migrate, often without their families, to Pennsylvania from other parts of the U.S. and Mexico, although there are also populations of farmworkers with different national/linguistic backgrounds.

**Responsibilities:** The Fellow may: develop and design educational materials to be distributed in person to farmworkers and via electronic platforms (e.g., website - <http://philalegal.org/pfp>, social media, etc.); develop and maintain active social media presence for PFP; organize and conduct community education and outreach to migrant farmworkers in labor camps throughout Pennsylvania, as well as to governmental and social service agencies that come in contact with these workers; obtain, compile, and analyze data related to farmworker demographics and employment statistics, and develop an electronic database to make this information accessible and useful; survey farmworkers on legal and social needs; provide litigation support; conduct eligibility intakes over the phone and maintain communication with PFP clients.

**Bonus:** By virtue of PFP's co-location with PLA's Low Income Taxpayer Clinic, and depending upon the Fellow's interest, if any, the fellow will have the opportunity to learn about the challenges that the US tax system poses to migrant farmworkers and other people living in poverty.

**Qualifications:** 1) Fluency in written and spoken Spanish required; 2) Excellent communication and writing skills and the ability to present complex concepts in simple, clear language; 3) Organizational and time management skills; 4) Ability to work independently and take initiative; 5) A driver's license is highly desired, but not absolutely necessary; 6) Technological/web-design aptitude and creativity is desired.

**Training:** The Fellow will receive training and supervision from PFP's Supervising Attorney:

Lazlo Beh, Supervising Attorney  
Philadelphia Legal Assistance  
718 Arch Street, Suite 300N  
Philadelphia, PA 19106-1535  
phone: 215-981-3822  
fax: 215-603-9548  
[lbeh@philalegal.org](mailto:lbeh@philalegal.org)



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## **Position: Family Law Unit Member**

### **Background:**

Philadelphia Legal Assistance ("PLA") is a nonprofit legal services organization primarily funded by the Legal Services Corporation. PLA provides civil legal services to Philadelphia's indigent population in the areas of Consumer/Housing, Family Law, Public Benefits and has a Migrant Farmworker Project. PLA's Family Law Unit serves approximately 3,000 clients each year in the area of Family Law and views the practice of family law to be an integral part of the war on poverty and family violence. This includes providing representation and advice in a wide variety and complex mix of family law cases, including child custody, child and spousal support, protection from abuse and divorce. The family law practice at PLA also focuses on issues of family violence.

### **Responsibilities:**

The Fellow will be an integral member of the Family Law Unit, and will receive extensive training in the area of family law. The Fellow will assist clients in a variety of domestic relations matters, including custody, support, and protection from abuse. This assistance includes client interview, pleading preparation, litigation coordination, and other paralegal duties. The Fellow will assist with intake for new clients, which includes determining if the client is eligible for our services, gathering all relevant information, analyzing the client's case, providing appropriate advice and drafting pleadings for the client when necessary. This is an extremely important function to Philadelphia's indigent population, as the majority (80% to 90%) of litigants in Philadelphia's Domestic Relations Court must proceed *pro se*, without counsel. The Fellow may also assist attorneys in the Family Law Unit with individual cases for representation, including drafting pleadings, litigation preparation, and accompanying the attorney to court proceedings. The Fellow may also have the opportunity to work with attorneys on the Unit's special projects and to observe court proceedings. The Fellow will learn about other areas of law relevant to our clients, including immigration and public benefits among others areas. The Family Law Unit works closely with other units within PLA and with other legal and social services agencies in the Philadelphia area which the Fellow will become familiar with. The Fellow may also have the opportunity to participate in community outreach and community education which is an integral part of our services.

### **Qualifications:**

Commitment to family violence issues preferred. Ability to interact well with people and handle emotional issues. Prior work experience at a public interest law firm, working with domestic violence survivors or in the area of family law preferred but not necessary. Ability to speak and write Spanish or other languages preferred but not required.

### **SUPERVISOR/CONTACT INFORMATION**

Fellow will report to the Supervising Attorney of the Family Law Unit, Susan Pearlstein.

Philadelphia Legal Assistance  
42 S. 15th Street, Suite 500  
Philadelphia, PA 19102

215-981-3861 [spearlstein@philalegal.org](mailto:spearlstein@philalegal.org) [www.philalegal.org](http://www.philalegal.org)

**Note:** Fellow would be strongly encouraged to attend training the first week of June (housing and stipend provided by Haverford House).



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## **Position: Fellow in the Low Income Taxpayer Clinic at Philadelphia Legal Assistance**

**Background:** The Low Income Taxpayer Clinic (LITC) at Philadelphia Legal Assistance (PLA) is a program funded largely by the IRS to help low income taxpayers avail themselves of the Taxpayer Bill of Rights, avoid having to pay taxes that are incorrectly high and/or that they cannot currently afford to pay, and to otherwise resolve disputes with the IRS.

**Responsibilities:** The Fellow may: help develop content for the LITC's webpage - <http://philalegal.org/litc> - and other educational materials; conduct initial client eligibility intakes; research and refer clients to free tax preparation sites; work with clients to gather and organize information and financial documents from past years; penetrate thickets of IRS acronyms and bureaucracy in the Internal Revenue Code, Internal Revenue Manual, and IRS publications (i.e., perform legal research); guide taxpayers through IRS procedures to encourage *pro se* advocacy; endure inane IRS hold music for hours while waiting to receive a "courtesy disconnect" (see [https://www.youtube.com/watch?v=Nn\\_Zln\\_4pA8](https://www.youtube.com/watch?v=Nn_Zln_4pA8)); enjoy the personal satisfaction that comes with preparing a tax return; help save financially struggling clients hundreds or even thousands of dollars!

**Bonus:** By virtue of the LITC's co-location with the Pennsylvania Farmworker Project, and depending upon the Fellow's Spanish language proficiency and interest, if any, the Fellow will have the opportunity to travel to rural migrant labor camps in Pennsylvania, as well as to sites in Philadelphia, to conduct educational presentations about tax rights.

**Qualifications:** 1) Attention to detail and the ability to read, and re-read, consecutive pages of fine print; 2) Patience and persistence when working with clients; 3) Excellent communication and writing skills and the ability to present complex concepts in simple, clear language; 4) Organizational and time management skills; 5) Ability to work independently and take initiative; 6) Technological/coding aptitude and creativity is welcome; 7) Fluency in written and spoken Spanish is desired but not necessary.

**Training:** The Fellow will receive training and supervision from the Director of the LITC and other staff. Written procedures will also be available on the LITC's wiki.

### **SUPERVISOR /CONTACT INFORMATION**

Lazlo Beh, Director of the LITC  
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