ORGANIZATIONAL OVERVIEW:
Philadelphia Legal Assistance ("PLA") is a nonprofit legal services organization primarily funded by the Legal Services Corporation. Founded on 1996, PLA provides free civil legal aid to low-income individuals and families to ensure equal access to justice and strengthen Philadelphia's communities. PLA provides direct legal representation, referrals to pro bono assistance programs, assistance in proceeding in court without an attorney and legal advice and information in the areas of Consumer/Housing, Family Law, Public Benefits, Agricultural Worker Tax, Employment and Housing matters and operates a Medical-Legal-Community Partnership at two Health Centers. As a community partner, PLA offers training to community organizations, and legal assistance on-site through court programs, education, and outreach.

PLA is seeking Fellows for the Family Law Unit, the Medical-Legal-Community Partnership, the “Save Your Home Philly” Hotline of the Consumer/Housing Unit, the PA Farmworker Project, and the Low Income Taxpayer Clinic.
Position: Paralegal Position, Family Law Unit

Background:
The Fellow will be an integral member of the Family Law Unit (“FLU”), and will receive extensive training in the area of family law. 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 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, assist litigants via the Family Court Help Center, 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 of litigants in Philadelphia’s Domestic Relations Court must proceed without counsel. The Fellow may also assist attorneys in the FLU 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 FLU 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.

DESIRED QUALIFICATIONS & SKILLS:
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.

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42 S. 15th Street, Suite 500
Philadelphia, PA 19102
215-981-3861
spearlstein@philalegal.org
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Note: Fellow would be strongly encouraged to attend training the first week of June (housing and stipend provided by Haverford House).
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 but not necessary. Attention to detail and ability to follow specific protocols are a must.

**SUPERVISOR/CONTACT INFORMATION**
Fellow will report to the MLCP Supervising Attorney, Cynthia Haskin

**Philadelphia Legal Assistance**
718 Arch Street, Suite 300N
Philadelphia, PA 19106-1535
Phone: Health Center #3 MLCP site 215-685-7534
   Health Center #4 MLCP site 215-685-7639

[www.philalegal.org](http://www.philalegal.org)
Position: Paralegal Position, “Save Your Home Philly” Hotline

Background:
PLA is a non-profit primarily funded by the Legal Services Corporation. PLA also operates the City of Philadelphia’s “Save Your Home Philly” Hotline which is the initial point of entry into a network of resources designed to help Philadelphia homeowners avoid the loss of their homes. The lawyers and paralegals at PLA work in close collaboration with Community Legal Services, Philly VIP and a network of housing counselors.

Responsibilities:
The successful candidate will have a variety of responsibilities as part of a team of attorneys and paralegals which could include: interviewing and advising clients faced with mortgage and tax foreclosures both in person and on a hotline; evaluating a client’s situation and making appropriate referrals; negotiating with mortgage companies and taxing authorities in writing as well as over the phone; communicating with the Court and lender attorneys to ensure that homeowners have access to the Foreclosure Diversion Program; researching, understanding and utilizing statutes, regulations, and city ordinances; proposing and supporting loan modification agreements; coordinating and managing case referrals; training other paralegals and law students and providing litigation support.

Minimum Qualifications:
We are seeking a college graduate with: the ability to communicate effectively in writing and verbally; an interest in the law; strong analytic and reasoning ability, a sincere and strong commitment to helping others and the ability to manage conflicting demands. Compassion, understanding, patience and a talent for working cooperatively with a broad spectrum of people are essential, as are good organizational skills. Prior work or volunteer experience at a nonprofit serving low-income clients preferred but not a must. Ability to speak and write Spanish strongly preferred but not required.

SUPERVISOR/CONTACT INFORMATION
Fellow will report to the Hotline Supervisor, Margaret Robinson

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Position: Paralegal Position, 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.

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.

SUPERVISOR/CONTACT INFORMATION
Fellow will report to Lazlo Beh, Supervising Attorney

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phone: 215-981-3822
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Position: Paralegal Position, Low Income Taxpayer Clinic at Philadelphia Legal Assistance

This Fellowship is ideal for someone with an interest in how tax policy and the administration of the IRS, one of the largest federal bureaucracies, affect people living in poverty. The Fellow will learn about issues such as filing statuses, dependency exemptions, earned income and child tax credits, premium tax credits and shared responsibility payments under the Affordable Care Act, cancellations of debt, early retirement withdrawals, and unreported income.

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/lite](http://philalegal.org/lite) - 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 burcaucracy 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!

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 the current Staff Attorney. Written procedures will also be available on the LITC’s wiki.

SUPERVISOR/CONTACT INFORMATION
Fellow will report to Lazlo Beh, Supervising Attorney

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