



Paralegal, Civil Legal Unit

Full-Time

The Connecticut Veterans Legal Center (CVLC) is seeking an experienced **Paralegal** to join its Civil Legal Unit (CLU). The Paralegal position requires an individual ready to support a team of attorneys practicing law on behalf of disabled veterans throughout Connecticut. This position requires you to assist multiple attorneys working out of a variety of locations (West Haven, Orange, Newington, Norwich, and other places in the community). The areas of practice include, but are not limited to, housing, Veterans Benefits, child support, public benefits, and consumer law/credit defense.

About CVLC:

We are a dynamic group of client-centered advocates. The results we get for our veterans are some of the best in legal aid, and we all play a part in making that happen. We are collegial and collaborative; we all pitch in as needed. Our teamwork is a hallmark of our organization. CVLC is the first legal aid program in the country to form a medical-legal partnership with the VA. This partnership integrates legal help into VA mental health, housing and addiction services. Our work occurs where veterans law intersects with economic and racial justice, human rights, and mental health.

Primary Roles & Responsibilities:

- Responsible for supporting a team representing clients in a variety of legal matters, both on paper and in person (court and administrative) hearings.
- Responsible for monitoring dockets and preparing CVLC's electronic and paper filings in various venues on behalf of clients in state court, administrative agencies, and federal court in an accurate, organized and timely manner.
- Managing attorneys' calendars, meetings and deadline schedules.
- Communicating with clients, volunteer attorneys, opposing counsel, community partners, and court clerks regarding open matters, including drafting, proofreading, scanning, faxing and mailing outgoing correspondence letters, short memos, and court documents.
- Managing incoming faxes and mail.
- Collecting client records and releases.
- Entering and maintaining accurate data in the case management system.
- Working with other CVLC practice groups to support and back-up other team members, and
- Other duties as assigned.

Other Responsibilities

- Join CVLC's legal team, participating in intake discussions and legal strategy meetings.
- Be an active participant in a team that seeks to change national and local policies that affect veterans.
- Work with VA and community partners to strengthen CVLC's Medical-Legal Partnership.

Qualifications for the Role:

- **You have a passion for justice:** The CLU Paralegal will have a passion for social justice issues and an enthusiasm for helping people in need.
- **You like people:** The CLU Paralegal must be comfortable having regular interactions over the phone and in-person with low-income and disabled clients and helping them navigate the complex system of the VA and other related supportive systems. Many of our clients are elderly or severely disabled; patience is a must, especially when helping them navigate our paperless office!
- **You want to learn:** One's success will be based on being willing to learn and support multiple areas of legal practice.
- **You are flexible and comfortable with technology:** The CLU Paralegal needs to be comfortable working in various locations and with different computer systems. The CVLC is a paperless office and needs a paralegal that has the skill set to function independently in that environment.
- **You enjoy working on a team:** The CLU Paralegal will need to work well not only with the Civil Legal Unit and the larger CVLC staff but also with the variety of clinicians (such as doctors, social workers, therapists, housing specialists) that we partner with to help serve our clients. You will be one part of the medical-legal team helping find and create solutions for our clients.
- **You have paralegal experience:** VAMU is seeking a paralegal with firm experience. Experience in managing multiple dockets, preparing briefs for filing, and being exceptionally organized is a hallmark of the job. Experience with administrative law (such as Veterans Law or Social Security Disability) or federal practice is a plus, but not required.

Compensation:

Salary is assigned via a step scale based on experience and competitive in relation to other legal aid programs. **Salary range is from \$50,000 to \$75,000.** We also offer generous benefits, including health, dental, vision, and life insurance; a 403(b) retirement plan; paid time off and sick leave; and a family-friendly workplace.

Studies have shown that women, members of the LGBTQ+ community, and Black, Indigenous, People of Color (BIPOC) individuals are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

To Apply:

Please submit a cover letter, resume, and a short writing sample to CVLC at applicants@ctveteranslegal.org. Please be prepared to share the names, titles and contact information for three references if requested. The position is open until filled. We anticipate that it will be filled quickly, so please send your materials as soon as possible.