



## EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 300 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Paralegal

**Department:** Adult Education

**Reports to:** Program Director

**Hours:** Part-time, 19 hours per week

### **Position Summary:**

Union Settlement Association is seeking a Part-Time Paralegal to provide legal advice and support to students enrolled in the DYCD ARRA BE/GED component of the Adult Education Program. This position begins September 28, 2009 and ends June 30, 2010. Ninety-three students will be enrolled in the program and 23 students, at minimum, will be placed in jobs. This is a performance based contract where the Paralegal, Job Counselor and Job Developer, will collaborate with the Adult Education Staff to ensure targets are met.

### **Responsibilities:**

- Provide one-one-one counseling to discover the legal needs of the students enrolled in the job training program.
- Provide workshops to students in the program about laws related to the workplace, family and criminal court, human rights etc.
- Assist with student advocacy and/or make referrals for free legal assistance.
- Create a database of organizations and law firms who provide free or low cost legal advice or legal representation.
- Collaborate with Adult Education team to discuss students' needs and interests, and resolve legal challenges students may have which hinder their ability to find and retain employment.
- Maintain communication with Adult Education Program Director about student needs and challenges.
- Submit student information and targets reached to Office Manager by established deadlines.
- Additional duties as assigned by the Program Director.

**Qualifications:**

- Bachelor's Degree in related field and two years experience as a Paralegal providing similar services as described above.
- Strong communications skills.

**To Apply:**

Please send Cover Letter and Resume to:

[hr@unionsett.org](mailto:hr@unionsett.org)

Please indicate Paralegal in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**