



Medical Legal Partnership Legal Assistant / Screener

Job Description

Pisgah Legal Services is a community-based non-profit corporation governed by a local Board of Directors. PLS is working towards an annual budget of \$11 million from a multitude of funding sources. Located in the Blue Ridge Mountains of Western North Carolina, Pisgah Legal Services (PLS) provides free civil legal assistance to low-income people in western North Carolina. PLS has offices in Asheville, Burnsville, Hendersonville, Rutherfordton, Brevard, Newland, Spruce Pine, Highlands/Cashiers and Marshall. With a dedicated staff of ninety-nine, including thirty-four attorneys plus supporting staff, and an active pro bono panel of 300 private attorneys, the program provides free services to more than 20,000 people per year to meet their basic needs, primarily in the poverty law areas of housing, public benefits, domestic violence prevention, health care, immigration, and consumer law.

PLS is seeking a full-time Legal Assistant/Screener to support our Medical Legal Partnership (MLP) Program and other PLS programs as needed. The purpose of the MLP Program is to improve health and well-being for low-income people by integrating legal advocacy with health care. PLS provides legal assistance to low-income patients to address non-medical barriers to health.

Passion for promoting justice and overcoming barriers facing low-income people, being a creative and zealous staff member and a team-player, and a demonstrated commitment to achieving lasting results for clients and low-income communities are all important. By ensuring that the lowest-income people in Western North Carolina have access to full health services we will increase opportunities for positive health outcomes at the individual and community levels.

Responsibilities

- Screen clients for eligibility for PLS services, including some in-person screening as needed.
- Screen and process referrals from NCCare360 case management system and support PLS work on the Healthy Opportunities Pilot as needed.
- Screen and set appointments for Western NC Economic Recovery Program as needed.
- Prepare and edit legal documents, including social security disability applications and medical summaries, and draft and send client correspondence.
- Conduct client interviews and provide general administrative support to attorneys.
- Basic computer skills with proficiency in Microsoft Word, Excel, Teams, and Outlook.

- Organize and conduct outreach, educational presentations, and other events as needed in various counties, including some nights and weekends
- Develop and maintain relationships with communities and other non-profit agencies.
- Travel within the PLS service area and occasionally to meetings or conferences in other parts of NC.
- Adhere to program priorities and case handling policies, procedures and standards of practice, as well as the highest professional and ethical standards.
- Work with volunteers and PLS Development Team.
- Availability to work Monday to Friday, 8:30am-5:00pm, with flexibility for some evening and weekend shifts especially during tax season and open enrollment.
- Other duties as assigned.

Qualifications

- Passion for and commitment to PLS' mission, values and vision.
- Associates degree required/ bachelor's degree or equivalent lived experience preferred.
- Demonstrated skills at socio-economic and cultural sensitivity and the ability to work with someone who is angry, upset, or ill.
- Excellent written and verbal communication skills, with attention to detail.
- Strong interpersonal skills and the ability to work well with teams and independently.
- Fluency in Spanish preferred.
- Experience working with people in crisis preferred.
- Experience with public benefit eligibility preferred.

Salary/ Benefits

Salary ranges from \$31,120 – \$48,339 depending on experience.

Our salary scale is predetermined based on the years of relative professional work experience that qualify for this position to ensure equity in pay. Pisgah Legal Services is a Living Wage Certified Employer in 18 WNC counties: Avery, Buncombe, Burke, Clay, Cherokee, Graham, Haywood, Henderson, Jackson, McDowell, Macon, Madison, Mitchell, Polk, Rutherford, Swain, Transylvania and Yancey.

Pisgah Legal Services Pays 100% of the Employee Only and 50% of the Dependent Cost for BCBSNC Medical and Dental coverage. Pisgah Legal Services 50% of the Dependent Cost for BCBS Vision coverage. Employees are eligible for medical, dental and vision coverage the 1st of the month following the hire date. Pisgah Legal Services Pays 100% of Long-Term & Short-Term Disability Coverage, Life Insurance Coverage of 5x base salary + an additional \$15,000 Life & AD&D Coverage. 401k Retirement Plan with Company Matching available after 6 months of employment. Additional Fringe Benefits includes Paid Parental Leave, 12.5 Company Holidays, 22 Paid Leave Days, Employee Assistance Program and a great working environment with work life balance!

To Apply

E-mail resumé and cover letter describing relevant experience to employment@pisgahlegal.org.

PLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Pisgah Legal Services is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

As an Equal Opportunity Employer, we will provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with our Human Resources department.

COVID-19 Safety Information:

Throughout the COVID-19 pandemic, Pisgah Legal Services has worked tirelessly to promote evidence-based practices across our entire organization. With this in mind, as of January 4th, all Pisgah employees will be required to provide proof of their COVID-19 vaccine. Employees who are unvaccinated or have an approved exemption will be required to provide verified weekly COVID-19 test results. We currently have COVID-19 safety precautions in place such as working remotely as our business allows, requiring face masks while meeting with clients or co-workers, providing outdoor meeting areas to meet with clients while wearing masks, limiting onsite visits by meeting virtually or by phone with clients. Pisgah Legal Services also conducts temperature checks at our location upon arrival.