



185 Valley Street, South Orange, NJ 07079 • 973.275.1175 • FAX: 973.275.5210 • TTY: 973.275.1721
E-MAIL: chlp-service@chlp.org • WEBSITE: <http://www.chlp.org>

Branch Offices:

650 Bloomfield Avenue, Bloomfield, NJ 07003 • 973.680.5599
65 Jefferson Avenue, Elizabeth, NJ 07201 • 908.355.8282
3301 Route 66, Neptune, NJ 07753 • 732.380.1012
225 East State Street, Trenton, NJ 08608 • 609.392.5553
900 Haddon Avenue, Collingswood, NJ 08108 • 856.858.9500

Satellite Offices:

250 Washington Street, Toms River, NJ 08753 • 732.349.6714
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160 South Pitney Road, Galloway, NJ 08205 • 856.858.9500

New Jersey's Legal and Advocacy Organization For People With Disabilities

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November 2, 2022

PARALEGAL ADVOCATE

The Community Health Law Project (CHLP) seeks a full-time Staff Paralegal Advocate for its Neptune office to work with clients living with mental health, developmental, and physical disabilities in areas of public entitlements and social service procurement.

CHLP is a New Jersey statewide non-profit organization that provides advocacy and legal services to low-income individuals living with disabilities. CHLP offers services in a number of areas including, but not limited to, Social Security Disability Insurance, Supplemental Security Income, Medicaid/Medicare, Welfare/SNAP benefits, landlord-tenant matters, family law, consumer law, guardianships, home care issues involving private duty nursing, personal care assistance, and durable medical equipment.

The Community Health Law Project offers a supportive working environment where you can work with diverse individuals, explore new ways of thinking and expand your capabilities. Our pace of work enables fast learning and fosters an environment where you can make an impact on the lives of others.

Qualifications:

- Paralegal certificate or Bachelor's degree preferred.
- Experience in advocating for clients in a human services agency a plus.
- Strong interpersonal, communication and organizational skills.
- Ability to manage time and tasks independently.
- Fluency or strong proficiency in Spanish is preferred but not required.

Role & Responsibilities:

- Maintain paper case files, including medical evidence, correspondence, and other materials.
- Represent clients at administrative proceedings such as Social Security and Welfare hearings.
- Conduct legal and non-legal research to formulate arguments and draft administrative prehearing and post-hearing correspondence/briefs.
- Assist attorneys with various legal matters such as research and drafting of legal documents.

Salary and Benefits:

- Salary is competitive and commensurate with experience.
- A robust benefits package including health and dental insurance among other benefits.
- Generous leave time.

How to Apply:

Email resume and references to Rebecca Kolas, Esq., Managing Attorney at rkolas@chlp.org.
Community Health Law Project, 3301 Rt. 66, Bldg C, Suite 130, Neptune, New Jersey 07753.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER