



## Paralegal Externship/Internship

The Legal Aid Society of Cleveland (Legal Aid) is looking for paralegal students to serve as externs or interns on a semester basis. The externship is an unpaid position, but paralegal students may receive course credit as permitted by their school's externship policies. Legal Aid currently has two openings for the summer term, which begins with a mandatory orientation on May 19, 2014. The extern would work at Legal Aid's downtown Cleveland office on a regular weekly schedule (exact times and hours to be determined).

**Internship Summary:** The Paralegal Extern is responsible for assisting attorneys in various practice groups (see page two for position descriptions) under attorney supervision.

### Primary Responsibilities:

- Support the legal work within a practice group.
- Handle a variety of tasks including scheduling and assisting with client interviews; gathering documents from clients, courts, and other sources; preparing paper files; monitoring court dockets; and other tasks related to Legal Aid's practice groups.
- Follow a written work plan developed by the managing attorney of the practice group.

### Training and Evaluations:

- The extern would receive detailed training in all tasks he/she is expected to handle.
- The extern would receive regular feedback on his/her work, including evaluations by an attorney.

### Qualifications:

- Must be a student currently enrolled in a paralegal studies program and must apply for the internship through the paralegal studies program director or internship placement office.
- Computer proficiency in Microsoft Office.
- Excellent interpersonal skills.
- Excellent communication skills (oral and written).
- Able to establish effective working relationships with a variety of individuals.
- Strong organizational and time management skills with a strong attention to detail.

**Compensation:** Due to limited financial resources, The Legal Aid Society of Cleveland is unable to pay interns.

**Application Procedure:** Qualified students should apply for the internship through their paralegal studies program director or internship placement office.

*Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, sex, religion, national origin, marital status, sexual orientation, or mental or physical disability.*

**About Legal Aid:** Legal Aid's mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. Founded in 1905, Legal Aid is the fifth oldest legal aid organization in the United States. Legal Aid's 45 staff attorneys, 70 staff members, and 1,400 volunteer lawyers ensure access to justice for low income people. For more information please visit [www.lasclev.org](http://www.lasclev.org).

## **Our Work:**

The **Community Engagement Practice Group** works to develop and maintain relationships with low income communities in order to inform our work and accomplish our mission. For example, this group seeks to ensure that Legal Aid identifies and responds to emerging issues, unmet client legal needs, and barriers to accessing legal services and the justice system for vulnerable populations.

The **Consumer Practice Group** promotes the economic stability of low-income consumers who have been victimized by fraudulent or abusive business practices by defending homeowners against foreclosures; litigating cases involving home improvement scams, foreclosure rescue scams, payday loans, and deceptive business practice; and representing clients in bankruptcy and with utilities.

The **Family Practice Group** assists clients, families and children who are experiencing safety, financial, and educational problems impacting their daily stability in matters such as divorce, domestic violence, custody, and child support.

The **HEWII Practice Group** focuses on improving the economic stability of low-income clients. Primary areas of representation include employment, special education, public benefits, disability, immigration, tax and unemployment compensation.

**Community Advocacy Program:** A partnership with MetroHealth, CAP seeks to improve health outcomes for low-income children, elderly, immigrants and formerly incarcerated people.

**Employment:** The Employment practice is aimed at addressing workplace abuses suffered by low-wage workers in Northeast Ohio through education, outreach and direct representation.

**Immigration:** Legal Aid's Immigration practice promotes lawful residence and basic human rights protection to detainees and individuals who are vulnerable and at risk of removal.

**Public Benefits:** The Public Benefits practice assists clients and their dependent family members to access public benefits needed to maintain the safety net and become self-sufficient.

**Tax:** The Low Income Taxpayer Clinic (LITC) includes individual representation and advocacy related to domestic violence, identity theft and federal income tax collection.

**Unemployment Compensation:** This practice includes direct representation in unemployment hearings and systemic issues affecting unemployment claimants.

The **Housing Practice Group** seeks to preserve and increase the supply of decent, affordable housing for low income persons, to help low income persons secure and retain rental subsidies, and to secure reasonable policies and practices in the subsidized housing programs.

The **Volunteer Lawyers Program and Intake Group** performs the intake services for applicants seeking legal aid and provides all the program services and support for the volunteer attorneys who assist Legal Aid in providing legal assistance throughout our service area.