

**POSITION AVAILABLE**  
**Public Benefits Paralegal**

**AIDS Law Project of Pennsylvania** (ALPP) is a nonprofit, public-interest law firm that provides legal representation, advocacy, advice, and referrals to persons living with HIV throughout Pennsylvania and Southern New Jersey.

ALPP seeks a full-time paralegal in our Public Benefits Unit to assist clients in obtaining, retaining, or increasing critical state and federal public benefits. Under the supervision of public benefits attorneys, the paralegal will advocate with administrative agencies to challenge denials, reductions, or terminations of public benefits.

**Responsibilities:**

- Learn and maintain knowledge of law and procedures related to disability benefits administered by the Social Security Administration and benefits administered by the Pennsylvania Department of Human Services such as Medical Assistance and the Supplemental Nutrition Assistance Program (SNAP)
- Conduct intake and legal screening for potential ALPP clients
- Handle all functions related to casework from initial intake through representation of clients at administrative hearings
- Respond to questions and provide advice to persons living with or affected by HIV
- Maintain case files and accurate timekeeping
- Assist attorneys with administrative tasks
- Other duties as assigned by the public benefits attorneys

**Qualifications:** Preferred applicants will have:

- Good oral and written communication skills
- A college degree, paralegal certification or equivalent experience in law, social services or a related field
- Familiarity with public benefits
- Experience and comfort interacting with people living in poverty
- Ability to work with clients and colleagues who are diverse in gender identity, gender expression, sexual orientation, economic status, English proficiency, nationality, ethnicity, race and gender
- Basic internet and computer skills

**Compensation:** Our compensation reflects the potentially broad range of candidates and experience levels that we are open to hiring for this position. Starting salaries range from \$45, 970 - \$50, 530. Additional benefits include paid health insurance for the employee with dependent, spouse or domestic partner coverage at additional cost, life insurance, and long-term disability insurance. We also offer generous PTO, paid holidays and a hybrid work environment.

**To apply:** Please send a cover letter and resume to [jobs@aidslwpa.org](mailto:jobs@aidslwpa.org) with “Public Benefits Paralegal” in the subject line. Your cover letter should describe your interest in working with ALPP clients and advocating for access to public benefits.