



**JOB POSTING
INTAKE LEGAL ASSISTANT
ELDER PROTECTION PROJECT**

Rhode Island Legal Services, Inc., a statewide program with its principal office in Providence, seeks an intake paralegal to work in its Elder Protection Project in the Providence office.

Responsibilities: Under the supervision of The Elder Protection Project Supervising Attorney, the intake legal assigned to the Elder Protection Project will have direct responsibility for the interview and or call back of elderly applicants seeking legal assistance, determining their eligibility for service, forwarding their completed application to the supervising attorney or making referrals to appropriate agencies, providing self-help materials, assisting in the preparation of various documents, participating in educational forums, providing intake assistance at outreach locations Providing other duties and responsibilities as required.

Applicant must possess strong negotiation and interpersonal skills and a commitment to work with low-income people. Oral and written proficiency in Spanish required.

Closing date: Open until filled.

Salary: Commensurate with relative experience in accordance with Union Contract. Excellent fringe benefits provided.

Send resume to:

Nicola Carrara, Executive Assistant and Office Manager
Rhode Island Legal Services, Inc.
56 Pine Street - Fourth Floor
Providence, Rhode Island 02903

Rhode Island Legal Services, Inc. is an Equal Opportunity, Handicapped Accessible Employer. Women, minorities, the elderly, and persons with disabilities are encouraged to apply.

Date of Posting: October 13, 2017