**FAMILY AND VICTIMS OF CRIME INTAKE PARALEGAL**

**JOB POSTING**

Coast to Coast Legal Aid of South Florida (CCLA) is looking for an Intake Paralegal to work under the supervision of the Attorneys to whom assigned as she/he/they conduct intake for applicants. The Intake Paralegal will provide supportive services to the Family and Victims of Crime Unit and will become familiar with the law and dynamics of intimate partner violence, elder abuse, and providing trauma-informed services. The Intake Paralegal will interview and screen applicants seeking legal representation for injunctions for protection, family law matters, those seeking enforcement of their civil rights in criminal cases, and other matters. In carrying out her/his/their work, the Intake Paralegal will complete prescreens and applications (calls, referrals, emails, and online applications), meet and interview applicants, collect documents and pleadings, and gather information about applicants’ victimization. The Intake Paralegal will comply with all program requirements, including, but not limited to: efficient case management, contemporaneous note taking and time keeping, completion of timely reports, professional development, and attendance at all mandated meetings and trainings. The successful applicant must be able to work remotely (temporarily) and have technology skills in platforms such as Microsoft Office and Teams, Zoom, and Adobe PDF. Coast to Coast Legal Aid of South Florida works to improve the lives of low income persons in our community. Bilingual (Spanish/English) preferred. This is a full-time, non-exempt position. CCLA is an equal opportunity employer. Email resume and cover letter to [CCLAemployment@legalaid.org](mailto:CCLAemployment@legalaid.org) with “Family and Victims of Crime Intake Paralegal” in subject line.

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