



JOB ANNOUNCEMENT – NOVEMBER 2020

Paralegal

The [Pennsylvania Health Law Project](#) (PHLP) seeks to hire full-time paralegals to protect and advance the rights of clients seeking Medicaid coverage and services. The paralegals will be based in Pennsylvania but work remotely, due to the pandemic, like all PHLP staff. New staff will have the option of joining our Philadelphia, Pittsburgh, or Harrisburg offices in the future.

PHLP Mission

Pennsylvania Health Law Project is the designated state-wide health advocacy project of the Pennsylvania Legal Aid Network. PHLP has a single focus: to protect and advance the health rights of low-income and underserved individuals. In support of this mission, we primarily serve clients seeking coverage or services through Medicaid or the Children's Health Insurance Program.

About the Position

PHLP plays a vital role in helping low-income Pennsylvanians navigate Medicaid managed care to obtain and maintain the services they need to stay healthy and remain in their own homes. During the current public health crisis, helping underserved individuals avoid nursing facility placement is more important than ever. This paralegal position will be an important part of our team handling Medicaid managed care cases.

This position will involve: (1) handling a high-volume caseload regarding access to health insurance coverage and services, (2) representing clients at internal managed care appeals and administrative hearings; and (3) developing community education materials and conducting trainings to professional and lay audiences. With the supervision of an attorney, the paralegal will have significant autonomy in interviewing and advising clients, preparing witnesses and exhibits, and presenting factual and legal arguments during appeal proceedings.

Qualifications

- Bachelor's Degree required
- Excellent work ethic and team-player attitude with ability to work independently
- Strong verbal and written communication skills
- Excellent interpersonal and client interviewing skills
- Strong computer literacy, including ability to work remotely and learn multiple software platforms

- Prior experience working with low-income people, older adults, diverse communities, and/or persons with disabilities is preferred
- Spanish proficiency is preferred but not required

Starting Salary

\$39,500 -\$44,500 depending on experience; generous benefits and vacation.

How to Apply

Please submit a cover letter describing interests and experience, a resume, and three professional references, by email to hr@phlp.org. In your cover letter, please let us know how you heard of this position. Applications will be reviewed on a rolling and expedited basis. All applicants will be contacted to confirm acknowledgment of the materials and then contacted only if selected for an interview. Interviews will be conducted virtually.

Address cover letter to:

Mr. Laval Miller-Wilson, Executive Director
Pennsylvania Health Law Project
123 Chestnut Street, Suite 400
Philadelphia, PA 19106

PHLP is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. We welcome applicants of all backgrounds to apply. People of color, persons who are bi-cultural or bi-lingual, women, persons with disabilities, and persons who identify as LGBTQ are encouraged to apply.