



JOB ANNOUNCEMENT – MAY 2026

Bilingual Paralegal

About This Opportunity

The Pennsylvania Health Law Project (PHLP) seeks to hire a full-time bilingual/Spanish speaking paralegal to join team. In this role, the paralegal will work under attorney supervision and with other staff to provide vital legal assistance, advice, and representation to low-income clients facing denials of Medicaid coverage or services. This is a hybrid position, with occasional in-person travel within Pennsylvania.

Our Mission and Vision

PHLP works to safeguard and advance health care rights for individuals from historically underserved and marginalized communities. By providing free legal services and engaging in community education and systemic advocacy, we strive to ensure equitable access to healthcare, empowering people to navigate complex health systems and get the care they need.

Our vision is a Pennsylvania where every individual, regardless of their background or circumstances, has equal access to comprehensive healthcare and is fully supported in understanding and exercising their legal rights in healthcare and public benefits systems. Through legal representation, policy advocacy, and community education and empowerment, we work to dismantle barriers to healthcare, challenge inequities in the system, and promote lasting policy changes that create a more equitable and inclusive healthcare landscape for all.

Job Duties & Responsibilities

- Manage a high-volume caseload involving access to health insurance coverage and services, particularly Medicaid.
- Conduct intakes, interview potential and existing clients, provide case updates, and communicate legal information
- Provide legal advice regarding Medicaid eligibility, services, and appeals processes under attorney supervision
- Represent clients at internal managed care appeals and administrative fair hearings

- Advocate on behalf of clients with third parties including County Assistance Office eligibility staff and managed care plans
- Maintain accurate and complete client files and case records, including data entry into client database and other requirements, such as timekeeping
- Engage in community outreach and education efforts, including delivering trainings both in the community and virtually and developing community education materials like fact sheets and newsletter articles/blog posts
- Other duties as assigned.

Please note that reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.

Qualifications

- 2+ years' experience as a paralegal or related experience within a legal services organization serving low-income communities and/or training highly preferred
- Spanish language skills highly preferred, including the ability to communicate with clients in Spanish; read and write fluently; and translate written documents
- Experience with legal services organizations serving low-income communities preferred
- Excellent oral and written communication skills
- Demonstrated initiative and ability to self-start
- Ability to work independently and collaboratively in a small nonprofit environment
- Commitment to culturally competent and empathetic client service
- Experience with case management systems (e.g. LegalServer) preferred
- Proficiency in Office365/Microsoft Office highly preferred

Salary and Benefits

The current starting salary for paralegals is \$50,923.20, with increases offered for relevant years of experience and skill level. We offer a generous benefits package that includes 100% employer-paid medical and dental insurance for staff; 403(b) retirement plan with contributions, life insurance, short/long term disability, and a generous paid leave package.

To Apply

Please email a cover letter, resume, and brief writing sample to hr@phlp.org. This position will remain open until filled and applications are reviewed on a rolling basis.

PHLP welcomes people from all backgrounds to apply for this position. We strongly encourage people who have lived experience with Medicaid, other public benefits, and/or poverty to apply. We invite applicants to include in their cover letter a statement about how

their unique background and/or experiences may contribute to the work PHLP does and how it may help advance PHLP's mission.

PHLP is an equal opportunity employer and does not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information or on any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within PHLP, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. PHLP hiring decisions are based solely on qualifications, merit, and business needs at the time.

We comply with federal and state disability laws and make reasonable accommodations for applicants and employees with disabilities. To request reasonable accommodation in the job application or interview process, please contact hr@phlp.org.