



PHILLIP KASSEL
EXECUTIVE DIRECTOR

Commonwealth of Massachusetts
Supreme Judicial Court

MENTAL HEALTH LEGAL ADVISORS COMMITTEE

24 SCHOOL STREET, SUITE 804
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JOB ANNOUNCEMENT PARALEGAL

The Mental Health Legal Advisors Committee (MHLAC) is hiring a paralegal to collaborate with existing staff to propel the work of the office in defending the rights of persons with mental health concerns.

MHLAC is a state agency of the Supreme Judicial Court. Created by the legislature in 1973, it offers free legal assistance to poor people with mental health challenges throughout the Commonwealth. MHLAC's experienced and talented staff employs limited resources to identify and pursue issues faced by significant numbers of clients in common, often in cooperation with other advocacy organizations or community groups. Approaches to solving client problems depend on the issue itself and the best strategy for accomplishing results. Tactics include class-based and targeted individual litigation, as well as legislative, administrative, and public advocacy. MHLAC also serves as a state wide resource on mental health law and policy. It generates legal and policy materials, testifies on proposed laws and regulations, and has a long history of providing educational and training programs for public counsel, legal services attorneys, social workers, judges, and the general public.

Position Type: Staff/ Full-time

Salary Range: Starting at \$54,160.75, commensurate with experience and qualifications

Office Location: 24 School Street, Suite 804, Boston, MA 02108

Agency Website: www.mhlac.org

Applications received after **June 22, 2018** may or may not be considered.

We seek persons with a demonstrated commitment to pursue social justice through legal advocacy and the skills to do high quality work toward this end.

Qualifications

- Bachelor's degree preferred but not required;
- Experience in the delivery of legal services to indigent persons preferred;
- Knowledge of and/or experience in the mental health care delivery system helpful;
- Proficient writing, communication and time-management skills;

- Ability to work effectively and collaboratively with clients and co-workers in a team environment;
- Ability to communicate in Spanish or another language common among potential MHLAC clients preferred.

Duties:

- Work with attorneys in the pursuit of litigation efforts, including conducting formal discovery, processing and maintaining factual information obtained in discovery in formats allowing for quick access as needed, and communicating with class representatives and class members in the course of class litigation;
- Travel to meet with clients and client groups throughout the Commonwealth as necessary to provide representation, collect information, strategize and assist in resolving client community concerns, and provide information to clients;
- Provide informal legal advocacy to leverage services that enable clients to remain autonomous in community settings and out of hospitals, jails and prisons;
- Field requests from legal advocates and attorneys in Massachusetts seeking technical assistance in cases they are handling for MHLAC eligible clients and provide assistance in cooperation with MHLAC attorneys;
- Attend trainings and other conferences and events relevant to MHLAC priorities in order to stay up to date on mental health law;
- Provide backup assistance in responding to requests for assistance (“intake”) from potential clients.

References and writing samples will be requested of finalists. A criminal background check will be completed for selected candidate.

How To Apply:

Please submit resume and cover letter via email or mail by **June 22, 2018** to:

Ms. Eleanor Sarcia
Mental Health Legal Advisors Committee
24 School Street, Suite 804
Boston, MA 02108
esarcia@mhlac.org

ATTN: Paralegal position

The Mental Health Legal Advisors Committee is an Equal Opportunity Employer. As the representative of the Commonwealth and its residents, the Mental Health Legal Advisors Committee strives to ensure that those working in our office reflect the diversity of the communities we serve. The Committee encourages applicants from a broad spectrum of backgrounds to apply for positions. We will gladly assist applicants who are in need of an accommodation. For assistance, contact Eleanor Sarcia at (617)338-2345, ext.121.