



Mental Health Legal Advisors Committee

JOB ANNOUNCEMENT: LITIGATION PARALEGAL

The Mental Health Legal Advisors Committee (MHLAC) seeks a Litigation Paralegal to work on advocacy projects and collaborate with staff to advance the work of the office in defending the rights of persons with mental health concerns. The person hired into this position will support litigation efforts in conjunction with advocacy teams or individual attorneys. This includes the full continuum of a case, from the initial research phase to settlement negotiations or trial in either state or federal court.

MHLAC is a state agency of the Massachusetts Supreme Judicial Court. Created by the legislature in 1973, it offers free legal assistance to indigent people with mental health challenges throughout the Commonwealth. MHLAC's experienced and talented staff focuses on identifying and addressing 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 statewide 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. See <http://mhlac.org/what-we-do/> for a description of MHLAC's approach and work.

In making strategic work choice decisions, priority is given to issues affecting persons with multiple characteristics that expose them to bias (e.g., persons of color who have or are perceived to have mental health concerns). This is consistent with workplace values. MHLAC is committed to creating an inclusive environment that promotes and values racial equity and diversity. We strongly encourage and welcome people of color, people with disabilities, those with personal experience related to mental health concerns, members of the LBGQTIA+ community, and people with diverse life experiences and backgrounds to apply.

Title: Litigation Paralegal

Full/Part Time: Full Time

<u>Position Type:</u>	Non-Civil Service / Staff
<u>Confidential:</u>	Yes
<u>Salary Range:</u>	\$59,047.98 – \$91,425.13, commensurate with experience and qualifications. In the coming weeks, a one-time increase (cost of living adjustment) totaling 8% will be added to this salary range.
<u>Benefits:</u>	Strong package includes access to Massachusetts’ excellent retirement plan for State employees.
<u>Office Location:</u>	100 Hancock Street, Suite 1002, Quincy, MA 02171
<u>Work location:</u>	Quincy, MA.
<u>Website:</u>	www.mhlac.org
<u>Deadline:</u>	Submissions received after January 8, 2024 may not be considered.

Qualifications

- Ambition to make positive change happen for significant numbers of clients by undertaking the most potentially effective strategies available.
- Ability to work efficiently.
- Ability to work effectively and collaboratively with clients and co-workers in a team environment under sometimes stressful circumstances.
- Experience in the delivery of legal services to indigent persons preferred.
- Experience with persons with mental health issues and/or institutionalized persons preferred.
- Experience in litigation and other advocacy that affects substantial numbers of clients preferred.
- Bachelor’s degree required.
- Law degree a plus but not required.
- Ability to communicate in a language used by significant numbers of potential clients preferred.
- Demonstrated commitment to valuing diversity, equity, and inclusion and contributing to an inclusive working and learning environment.
- Willingness to travel independently within Massachusetts required.

Duties

- Perform various duties in support of litigation, including seeking, organizing, summarizing, indexing and otherwise handling and transmitting documents produced in formal discovery or relevant to litigation efforts; managing logistics, setting hearings, and tracking deadlines.

- Advocate on behalf of indigent adults, adolescents and children who have or are perceived to have mental health concerns in individual cases as called upon.
- Interact with and address the needs of named plaintiffs in class-based advocacy.
- Perform factual and legal research as required.
- Interact and collaborate with community groups and others that also are concerned about the rights of person with mental health concerns.
- Identify and interview persons, and otherwise investigate, systemic public and private practices negatively impacting substantial numbers of clients.
- In concert with MHLAC staff members, pursue advocacy approaches other than litigation, including legislative, administrative, or public advocacy.
- Participate in office processes for determining advocacy priorities and case strategies.
- Other functions as assigned in light of office needs.

MHLAC runs on a hybrid work basis. Office staff are encouraged to work together in person but are permitted to work from remote (home) locations much of the work week.

References and writing samples will be requested of finalists.

A criminal background check will be completed for the selected candidate.

How to Apply:

Please submit resume and cover letter via email or mail to:

Mental Health Legal Advisors Committee
 100 Hancock Street, Suite 1002
 Quincy, MA 02171
hiring@mhlac.org

ATTN: Litigation Paralegal

In the subject of the email, please include **Litigation Paralegal**.

The Mental Health Legal Advisors Committee is an Equal Opportunity Employer that 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 need reasonable accommodation.