LSNV Job Announcement

Healthcare Advocacy Paralegal

LSNV is the largest legal aid organization in Northern Virginia, helping thousands of clients each year in civil legal matters. We partner closely with other legal aid organizations, state and local bar associations, as well as the courts to serve the region’s low-income and neediest populations.

Job Summary:
LSNV is seeking to hire a full-time paralegal whose focus is to provide outreach, education, and application assistance to individuals in the community about Medicaid, Affordable Care Act Marketplace (Obamacare), SNAP, and other public benefits. The Healthcare Advocacy Paralegal will provide one-on-one application assistance and complete any necessary follow up assistance. This position will be based in our Prince William office.

Essential Functions:
• Educate applicants regarding the eligibility requirements for Medicaid and/or Marketplace
  o Evaluate all inquiries regarding Medicaid/Marketplace health insurance affordability programs to determine best course of action for applicant (legal advice needed, application assistance or advocacy with appropriate governmental agency) including completing LSNV intake application as necessary
  o Initiate and develop community outreach contacts including periodic communications updating community partners on developments in health insurance affordability programs as well as promoting LSNV services
  o Prepare and present educational programs to the public and to community partners about health care options in Virginia
  o Enroll eligible individuals into Medicaid and/or Marketplace insurance, SNAP, and other benefits programs
• Provide in-person and/or on-site application assistance to appropriate programs, including detailed explanation of health plan options and how to access and best utilize the insurance program
  o Follow up with applicants’ post-application to provide troubleshooting and assist with the submission of appropriate verification documents
• Support LSNV public benefits attorneys with any related tasks
• Participate in weekly navigator calls with VPLC/Enroll-Virginia to keep abreast of developments in Medicaid and Marketplace programs
• Participate in LSNV Public Benefits and Elder Law Task Force meetings and Statewide Public Benefits Task Force meetings for case review and outreach reporting purposes
• Submit monthly reporting to grant manager on consumer assistance and outreach
• Organize and maintain client files, including detailed documentation of activities
• Must meet all requirements to qualify as an ACA navigator to ensure continued employment
• Other duties as assigned

Qualifications:
The ideal applicant will possess a demonstrated commitment to public interest work and a strong desire to assist. Further, the ideal candidate will have the following:
• Excellent writing, communication, interpersonal, organizational, and public speaking skills, strongly preferred
• Legal aid/non-profit experience, preferred
• Bachelor’s or Paralegal degree (preferred), or comparable work experience
• Must have skills to use office technologies, including case management software
• Must have strong interviewing and client counseling skills, and ability to work independently an in team environment
• Bilingual (Spanish/English), required

Compensation:
Salary commensurate with qualifications and experience based on legal aid pay scale. Excellent benefits.

How to Apply:
Cover letters and resumes are reviewed upon receipt and well-qualified applicants will be invited to interview right away. Applications will be accepted until the position is filled, at which time, the job announcement will be removed from our website at www.lsnv.org. To apply, please email your resume and cover letter detailing interest in the position to Ashley McGlawn, SHRM-CP, Program Administrator at hrlsnv@lsnv.org.

LSNV is committed to creating a safe, welcoming, and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion gender, gender identity or expressions, sexual orientation, national origin, genetics, disability, age, or veteran status.

#LSNV#