

## FULL-TIME PARALEGAL

### General Position Description

Prisoners' Legal Services (PLS) is seeking an outstanding paralegal advocate committed to protecting the civil rights of incarcerated individuals in Massachusetts. We encourage applicants interested in tackling a wide variety of serious prison concerns including access to competent medical and mental health treatment, placements in solitary confinement, and other unlawful or inhumane conditions of confinement. The paralegal plays a critical role as a key member of PLS' staff with duties including litigation support, advocacy for prisoner clients and their families with prison officials and medical and mental health providers.

### Responsibilities

This position is full-time and supervised by a senior paralegal and an attorney.

Responsibilities for this position may include:

- Providing support to attorneys
- Advocating for prisoners
- Taking telephone calls and reading mail from prisoners
- Reviewing and evaluating intakes to determine if they warrant investigation
- Meeting with and interviewing prisoner clients at state prisons and county jails in Massachusetts, including photographing their injuries or health conditions
- Investigating new and ongoing intakes, tracking all investigations and ensuring they are completed in as timely a manner as possible
- Visiting and interviewing prisoner witnesses
- Counseling and advising clients about their legal rights
- Creating and maintaining client files and keeping databases updated
- Assisting in planning regular meetings, preparing and presenting summaries of investigated cases at meetings for litigation consideration
- Conducting legal research, working on litigation/casework, and assisting in case referrals, as assigned
- Assisting in improving systems and standard operating procedures
- Participating in monthly PLS staff meetings and regular supervision meetings
- Working cooperatively with incarcerated clients, PLS team members, and the private bar
- Compile statistics for grant writing and reporting
- All other tasks as assigned by the Executive Director or supervisors.

### Other Qualifications

- Must be comfortable having frequent contact with incarcerated clients through visits, telephone and letter and advocating for their needs. (Speakers of a second language such as Spanish and Portuguese speakers are *strongly* encouraged to apply).
- Organizational and administrative skills are required.
- Travel to Massachusetts prisons and jails is required. Applicants must have a valid driver's license and regular access to a car.
- Ability to work cooperatively with a team is required.

- Experience working with and advocating for marginalized populations preferred.
- Attention to detail required.
- Applicants will be asked to demonstrate professional writing skills by drafting a letter at the time of the interview.
- Portuguese speaker or ability to speak other language preferred

### **Benefits and Salary**

PLS offers a very competitive salary within the legal services field and commensurate with experience. PLS provides a comprehensive benefits package, including loan forgiveness program, full medical and dental coverage, 401k and life insurance. Flex time or other alternative arrangements considered. PLS is an Equal Opportunity Employer.

### **How to Apply**

Please send a cover letter, resume, and references attached to a single email to [lrydzewski@plsma.org](mailto:lrydzewski@plsma.org) with the subject line "Paralegal" as soon as possible. Interviews will take place on a rolling basis until the position is filled.

No phone calls or mail inquiries please.

*BIPOC, LGBTQIA+ individuals, formerly incarcerated and persons with disabilities are encouraged to apply.*