

Intake Specialist

Legal Services of Northwest Jersey, is a provider of free comprehensive civil legal assistance for people residing in northwestern NJ who are experiencing poverty or in crisis. This is an opportunity to work in a community of highly experienced and dedicated legal services attorneys and staff committed to access and equal justice for all. LSNWJ was formed in 2002 from the merger of four legal services organizations in Hunterdon, Morris, Somerset, Sussex and Warren counties, and provides services in family, housing, consumer, public entitlements, health care access, and expungements.

LSNWJ has an opening for a full-time Intake Specialist.

The Intake Specialist will:

- Conduct applicant screening and intake using a legal case management system.
- Handle other tasks associated with client intake and access, including reporting, error checking, creation of files, closing cases.
- Provide in-person intake services at court and outreach sites.

Competencies:

- Paralegal certificate or Associates degree, or two or more years of experience in a legal services office or with a human services provider with significant telephone contact with clients or community.
- Spanish fluency is a plus.
- Demonstrates professionalism, reliability, compassion, positive attitude and a team player.
- Good capabilities of technology.
- Ability to communicate and write clearly and understandably.
- Valid driver's license and use of a personal vehicle for occasional work-related travel or other means of fulfilling responsibility for occasional work-related travel.

The Intake Specialist will work on-site at the Hunterdon, Somerset, Sussex or Warren office. Currently the office is working on a hybrid work schedule. We will also consider applicants looking to work part-time. The LSNWJ team is passionate about our work and creates a supportive, teamwork environment, with work-life balance. LSNWJ provides trainings and comprehensive benefits package.

If you share our passion for equal justice, please email your resume, references, and cover letter to: syoo@lsnj.org. Please detail in your cover letter how you believe you meet the needs of the position of an Intake Specialist at LSNWJ.

LSNWJ is an equal opportunity employer; applicants from diverse backgrounds are encouraged to apply. We invite candidates to include, as well, a statement of how your background and experiences might contribute to the diversity and cultural vitality of LSNWJ.

The position is available to start immediately. This is a one-year position with the opportunity for renewal upon funding availability. Applications will be reviewed on a rolling basis until the position is filled.