

Job Title	Paralegal
Employer/ Agency	Kids in Need of Defense (KIND)
Job Description	<p>KIND seeks a full-time Paralegal for its Houston field office to accept case referrals, conduct comprehensive intakes and outreach to child clients, manage data entry, prepare a comprehensive set of case documentation, assist with case preparation for direct representation of clients, assist with pro bono placement and related duties, and to be responsible for the overall administrative duties of the office, including database management. The staff position does not involve direct legal representation. The staff member will have but not be limited to the following responsibilities:</p> <ol style="list-style-type: none"> 1. Liaise with colleague NGOs to receive on-line referrals and ensure that referrals comply with KIND's case acceptance criteria; 2. Schedule and manage all logistics to ensure that an intake is scheduled within a week of receipt of the referral; 3. Interview, screen and conduct a comprehensive intake with each individual child; 4. Prepare a comprehensive set of documents based on the intake for use by the KIND Staff and Pro Bono Attorneys; 5. Assist with case preparation for direct representation of clients; 6. Assist with pro bono placement and related duties; 7. Prepare and manage docket lists for upcoming court dates as well as assist and notify children who are still waiting for placement; and 8. Assist with office administration and case management including data entry.
Qualifications	<ol style="list-style-type: none"> 1. Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma; 2. Experience conducting intakes; 3. A strong record of cultural competence and cross-cultural communication skills; 4. Fluency in Spanish required; 5. Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers; 6. Experience in data management; 7. Excellent organizational skills and attention to detail; and 8. Experience working in immigration law and with immigration authorities or with family law issues or substantially equivalent experience.
Salary/Hours	Commensurate with experience/ Full Time
City, State, Zip	Houston, Texas 77002
Email Address	jobs@supportkind.org
Application Method	By email
Opening Date	Immediately

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