



Community Legal Aid

Serving Central and Western Massachusetts

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INTERN – Disability Benefits Project (DBP)

Job Summary:

Assist DBP attorney and paralegal in developing cases for representation in accordance with the mission, priorities, goals, and policies of CLA. Duties are performed in accordance with applicable laws, regulations, court rules, and rules and procedures of administrative agencies as well as the terms and conditions of grants and contracts that fund CLA.

Specific Tasks:

- i. Interview potential clients by telephone to gather basic intake information and screen for eligibility for services.
- ii. Follow up by telephone or in person to ascertain the nature of alleged disability, identify treating sources, and gather medical and work histories.
- iii. Work with attorney and paralegal in developing theory of case, fitting facts to applicable laws and regulations. Draft summary of case facts and applicable law.
- iv. Perform legal research in support of cases, draft correspondence to medical sources and administrative agencies, and gather evidence from medical clinics, hospitals, and employers.
- v. Attend and participate in case review meetings and other meetings reasonably related to job responsibilities.
- vi. Achieve and maintain proficiency with all equipment and software necessary to perform the duties of the position.
- vii. Perform such other duties reasonably assigned within the scope of the general responsibilities of the position and/or the needs of the office.

Relationships:

Interns report to the DBP attorney and paralegal, the Senior Supervising Attorney, and the Worcester Managing Attorney.

To Apply: Please email resume and cover letter to bwilliams@laccm.org.