

Paralegal Job Description

Job Title – Paralegal	Reports to: chief legal counsel	
Job Code-	Overtime Status: <u>Exempt (not eligible)</u> <input checked="" type="checkbox"/> Non-Exempt(eligible)	
Department – Legal	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for supporting the chief legal counsel. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems and hospital legal issues and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • None 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Maintains a working understanding of hospital policies and how they are implemented, including applicable underlying law (training to be provided) • Prepares hospital contracts under supervision of chief legal counsel • Works and interacts with supervisors, support staff outside lawyers • Organizes and presents information orally and in written form • Prepares agreements, correspondence, memos, and other legal documents on behalf of the hospital during litigation • Documents management strategies, concepts and systems for the legal department 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends staff meetings • Attends court proceedings • Attends arbitration meetings 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Associate of Arts degree with major in paralegal studies • Bachelor's degree in Business Administration with major in paralegal studies • Paralegal certification 		
<p>Experience</p> <ul style="list-style-type: none"> • Required – 5 years experience as a paralegal • Preferred – 5 years experience as a paralegal in a health care environment 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Paralegal Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit		X			
Stand				X	
Walk			X		
Motion	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	<i>Gross Motor Function</i>		<i>Precise Motor Function</i>		
	Right Hand			X	
	Left Hand			X	
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XXX</u>		Yes		
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment	YES		YES		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area	X		

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature