

Mental Health Paralegal Job Description:

Position Summary:

The Mental Health Paralegal plays a critical role within Bison Solicitors, offering an invaluable opportunity to develop legal expertise in a rapidly evolving field. This position is ideally suited for candidates with a background in law, exceptional communication skills, a proactive approach, and a willingness to tackle challenging situations. As a member of our Mental Health department, the Paralegal will focus on case management, advocacy, and client interaction, contributing significantly to the representation of vulnerable individuals within our community.



Qualifications:

- Completion of a law degree and/or Legal Practice Course (LPC)
- Possession of a UK Driver's License and access to a reliable vehicle

Key Responsibilities:

1. **Case Management:** The Mental Health Paralegal will independently manage mental health cases, including organising case files, conducting legal research, and preparing necessary documentation from inception to resolution under supervision.
2. **Advocacy:** Working closely with Mental Health Accredited Panel Members, the Paralegal will advocate for clients' rights and interests during various legal proceedings, including hearings and client meetings. Engage in advocacy efforts and negotiations on behalf of clients.
3. **Client Interaction:** Conduct regular client meetings to gather instructions and offer clear and succinct legal counsel. Maintaining regular communication with clients, healthcare professionals, and relevant stakeholders to facilitate information exchange and provide updates on case progress.
4. **Compliance:** Upholding strict confidentiality standards and ensuring compliance with all regulatory requirements governing legal practice and internal processes and procedures.

5. **Continuous Learning:** Staying informed about developments in mental health law and related regulations to inform effective representation and ensure adherence to evolving legal standards.
6. **Meeting Billing and Time Targets:** The Mental Health Paralegal will be responsible for accurately recording billable hours and ensuring adherence to billing and time targets set by Bison Solicitors. This includes timely completion of tasks and efficient utilization of resources to maximize productivity and meet financial objectives.

Qualifications and Skills:

- Minimum of 12 months of continuous paralegal experience.
- Strong communication skills, both written and verbal.
- Exceptional organizational abilities and attention to detail.
- Meticulous attention to detail in office-based tasks and procedures.
- Proficiency in legal research methodologies and relevant software applications.
- Ability to work effectively both independently and as part of a team.
- Compassionate and empathetic approach when interacting with clients and stakeholders.
- Exceptional ability to establish and nurture rapport with clients.
- Proficiency in presenting oneself in a polished and professional manner.
- Ability to navigate effectively when working with challenging or confrontational clients.
- Willingness to undergo background checks and comply with all applicable regulations.
- Commitment to ongoing professional development and learning.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional growth and advancement within Bison Solicitors.
- Supportive and collaborative work environment.

- Meaningful work that makes a positive impact on the lives of others.

Company Values:

At Bison Solicitors, we are committed to upholding the highest ethical standards and providing exemplary service to our clients. The Mental Health Paralegal will embody our values of integrity, professionalism, and dedication to serving vulnerable members of our community.

Note:

This job description is intended to provide a general overview of the responsibilities and qualifications for the Mental Health Paralegal position at Bison Solicitors. Additional duties and requirements may apply based on specific departmental needs and company policies.