



**JOB ANNOUNCEMENT**  
(Please Post)

**Intake Specialist (Health Project)**  
Sacramento, California  
Full-Time  
Permanent

**POSITION:** Intake Specialist

**TO APPLY:** Send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email) to:

Hillary Hansen, Managing Attorney  
Legal Services of Northern California  
501 12th Street  
Sacramento, CA 95814  
[hhansen@lsnc.net](mailto:hhansen@lsnc.net)

*If sending application via email, please attach materials as a single PDF.*

**APPLICATION DEADLINE:** June 6, 2026

**START DATE:** July 1, 2026

**ORGANIZATION DESCRIPTION:**

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to people with low income, older adults and persons with disabilities in more than 23 California counties. LSNC has eight field offices and several special projects including the Health Project which serves 31 counties in California on access to healthcare issues.

**RESPONSIBILITIES:**

Under the supervision of the Managing Attorney of the Health Project, the intake specialist will conduct intake interviews in person and via telephone with prospective clients and provide legal information and referral assistance; develop outreach materials and present general legal information to eligible community groups and the public in general; convey legal advice from attorneys and provide legal assistance under attorney supervision on a range of civil legal matters including healthcare access, public benefits, employment, criminal record expungement, naturalization/immigration, housing, and issues affecting older adults. Occasional travel is required within LSNC's service area.

## **QUALIFICATIONS**

### **KNOWLEDGE/SKILLS:**

Knowledge of poverty law, interviewing techniques, computer research methods, community resources, and counseling methods. Excellent reading and comprehension skills; strong oral and written communication skills; ability to analyze, develop and implement work plans; ability to work independently and accept supervision; ability to use the phone in a professional and courteous manner; ability to take notes and document activities in an organized manner; ability to relate to and communicate with the client community and community organizations; to have good listening skills and make the client feel at ease during the interview; ability to evaluate, assess, and make proper referrals.

### **EDUCATION/EXPERIENCE:**

Two (2) years of college education, or two (2) years prior significant experience providing direct service to low-income persons or other underserved communities. An ability to relate to the client community and communicate with clients; bilingual in English and another language commonly spoken in our client communities preferred but not required.

**SALARY:** \$4,000 (Step 1) to \$4,996 (Step 10) per month DOE  
*See LSNC's Policy on Salary Scales and Scale Placement at [www.lsn.net/jobs](http://www.lsn.net/jobs)*

**BENEFITS:** Legal Services of Northern California offers an excellent fringe benefit plan.

*LSNC provides a bilingual bonus for employees who speak a second language, other than English, commonly spoken by clients when the second language is used on the job for which the person is employed.*

**LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSFENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY.**