Care Plus NJ

Title: Paralegal

Location: 40 Eisenhower Drive, Suite 209, Paramus, NJ 07652

Job Type: Part-Time (Temporary)

Compensation Type: Hourly

Start Date: ASAP

Job Description:

This role will be responsible for assisting in a variety of tasks typical under the direction of VP of Corporate Affairs/In-House Counsel. Looking for a commitment of 12 weeks.

Primary Responsibilities:

- Reviewing, revising and drafting (as necessary) legal documents such as business agreements, memorandums of understanding, non-disclosure agreements, etc.
- Researching, drafting and revisions of policy and procedures as to HIPAA and Security.
- Assistance with setting up separate Subsidiary Corporation, corporate filings, etc.
- Responding to subpoenas regarding releases of information to outside entities, clients and/or their legal representatives.
- Participating in the development of employee training materials in the areas of privacy, security, compliance, records and information management, and other duties as assigned.
- Assisting the Associate VP of Privacy and Quality Assurance to address other company business and issues as they arise.

Qualifications:

- Must have 2-3 years’ experience as Legal Clerk/Paralegal
- Valid NJ License

Application Instructions: All interested candidates should send their resume and cover letter to tatianap@careplusnj.org.

About the Organization:

CarePlus New Jersey is a northern New Jersey provider of recovery-focused mental health, substance abuse, and family services that address the unique needs of individuals with a holistic approach to recovery and overall wellness.

Operating out of 23 sites – including three outpatient centers located in Paramus, Fair Lawn, and Montclair, ten residential facilities, offices at three local hospitals, and seven community offices
our services are convenient to clients located throughout Northern New Jersey. We also provide educational programs on mental health-related topics to area schools and community groups.

For more information, visit www.CarePlusNJ.org.