

## **JOB ANNOUNCEMENT**

### **HIV Community Housing Advocate (Paralegal) Position (Internal and external posting)**

For over 50 years, Legal Aid Chicago (formerly Legal Assistance Foundation) has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our staff and volunteers help resolve legal problems, including domestic violence, consumer fraud, and unfair evictions.

**Position:** Housing Advocate (Paralegal)

**Responsibilities:** The HIV Housing Advocate secures housing or stabilizes housing placements for people living with HIV who are, or are at risk of being, homeless.

The Housing Advocate:

- Works with private and subsidized housing providers to locate housing for clients;
- Coordinates with the AIDS Foundation of Chicago and other funders to secure emergency housing and utility assistance to prevent homelessness; with Legal Aid Chicago's attorneys, seeks informal resolution of landlord-tenant disputes;
- Participates actively in Chicago's HIV services delivery community, educating tenants about their legal rights, as well as engaging community organizations to build awareness of legal rights and Legal Aid Chicago services; and collects data and other information for grant-reporting.

**Qualifications:** Applicants must have a college degree, (**except for current internal applicants as specified in the Collective Bargaining Agreement** excellent oral and written skills, and a demonstrated commitment to assisting people living with HIV. Experience working with communities on Chicago's south side will be preferred. Basic internet and computer skills are required, including familiarity with programs such as MS Word, Outlook, and Excel. Good organizational skills and zealous advocacy are essential.

**Salary:** Depends on experience. Legal Aid Chicago offers generous fringe benefits.

**To Apply:** Send cover letter, resume, and the names and contact information of two professional references by July 29, 2019 to: [resume@legalaidchicago.org](mailto:resume@legalaidchicago.org). Please write "HIV Housing Advocate" in the subject line of your e-mail. No phone calls, please.

*Legal Aid Chicago values diversity, is an Equal Opportunity Employer, does not discriminate on the basis of disability, and encourages candidates impacted by the HIV epidemic to apply.*

