

JOB ANNOUNCEMENT
BILINGUAL INTAKE AND OUTREACH PARALEGAL

Agency Profile:

For more than 50 years, Legal Aid Chicago has provided people living in poverty in metropolitan Chicago with comprehensive free legal services to resolve non-criminal issues. Each year Legal Aid Chicago's full-time attorneys and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

Job description:

Legal Aid Chicago's Comprehensive Legal Assistance for Survivors Project (CLASP) provides legal representation to survivors of sexual violence, with an emphasis on non-intimate partner victims, including low wage workers/employment-based victims, limited English-speakers, and teens. This position is focused exclusively on CLASP, including intake, outreach, and litigation support.

Responsibilities include, without limitation:

- Conduct intake and comprehensive legal screening for victims of sexual violence by phone and in-person, including on site at partner locations. Intake includes entering information into a confidential case management system.
- Connect clients with in-house attorneys with expertise in identified legal issues, coordinate legal services and refer clients with multiple issues, and assist attorneys with litigation support and translation.
- Coordinate communication between agencies for clients who are receiving services from both Legal Aid Chicago and our project partner.
- Create outreach plan and materials collaboratively with project partner and conduct outreach activities to raise awareness of CLASP services for victims of sexual violence, focusing on low-wage workers/employment-based victims, limited English-speakers (especially Spanish-speaking), and teens.
- Attend trainings, including specialized training to work with survivors of sexual violence, and maintain up-to-date knowledge on relevant issues.

Requirements/Qualifications:

Applicants must have a college degree, be fluent in Spanish and English, have a valid driver's license and be able to travel to various outreach locations throughout Cook County. Applicant does not need a car. The ideal candidate will have a demonstrated interest or experience working with survivors of sexual violence. Experience conducting outreach activities is preferred. Flexibility and ability to work occasional evenings and weekends are essential.

Application Instructions:

Send a cover letter, resume, college transcript (student-issued ok), and contact information for two professional references to: resume@legalaidchicago.org. Please type "CLASP Paralegal" in the email subject line.

Closing Date:

The bilingual intake and outreach paralegal posting will expire on October 29, 2019. The position will remain open until filled. No phone calls please.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.