



LEGAL AID CHICAGO

SIX-MONTH TEMPORARY PARALEGAL POSITIONS

JANUARY-JUNE 2020

IN COLLABORATION WITH THE CHICAGO WORKERS' COLLABORATIVE (Internal and External)

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

Position: Legal Aid Chicago's Immigrants and Workers' Rights Practice Group has an opening for a six-month, full-time paralegal who will work in Lake and Kane Counties with our collaborative partner, the Chicago Workers' Collaborative (CWC), to provide outreach on immigration and employment rights, individualized legal screening, legal advice and assistance and, under the supervision of an attorney, full representation in legal matters, to immigrants in designated, underserved areas of Illinois.

CWC's mission is to promote the creation of stable, living wage jobs with racial and gender equity for temporary staffing workers in the Chicago region through leadership development, public policy advocacy, direct action and community accountability. The paralegal will have a home-base at Legal Aid Chicago's main office in Chicago, but will carry out its work 3-4 days' weekly at the CWC's Waukegan office, coordinating outreach events with CWC and using confidential space at CWC's office for individualized screening and intake, for immigrants in these service areas.

Responsibilities include:

- Develop knowledge of the U and T visa requirements and processes through training with IWR staff;
- Conduct outreach and community education in the designated service areas with assistance from our collaborative partners, to educate immigrants about immigration remedies, particularly those stemming from employment-related exploitation and harm (labor-based U visas) and exploitation rising to the level of human trafficking (T visas);
- Explain employment-related violations such as wage theft and sexual harassment;
- Conduct telephone or in-person intake, and follow up interviews, to determine eligibility for services, in order to gather basic case facts, collect documents, and identify initial legal problems;

- Register applicants for services in an electronic case management system;
- Assist attorneys with cases accepted for representation, including preparing applications for filing with U.S. Citizenship and Immigration Services;
- Provide advice on eligibility, under attorney supervision, on immigration or employment relief;
- Refer individuals to other legal or social services, as appropriate;
- Communicate complex concepts to clients who sometimes have limited education or language barriers;
- Develop knowledge of Illinois' VTTC public assistance program, and assist clients in applying for these benefits, following up on applications as necessary, and relying on Legal Aid Chicago's Public Benefits Practice Group's expertise where needed;
- Work with IWR and Legal Aid Chicago staff on individual cases, and to provide back-up for a variety of identified legal issues;
- Availability during evening hours and on days when clinics are held is required, including some weekends.

Timeframe: This position is grant funded and will run from January until June 30, 2020.

Qualifications: The successful applicant will be collegial, well organized, and able to communicate effectively with people from diverse segments of society. The candidate should have a demonstrated commitment to public interest law, a connection to our client communities, and familiarity with Legal Aid Chicago's client population. Applicants must have a Bachelor's degree, and be fluent or sufficiently proficient to work with clients in Spanish. Applicants must have a valid driver's license (a car will be provided) to travel to and from sites.

Salary: Dependent on qualifications and experience level.

To apply: Send resume, cover letter, and the names and contact information of two professional references, to resume@legalaidchicago.org. Include the phrase "**IWR CWC Paralegal**" in the subject line of the email. **Applications will be examined on a rolling basis and the position will remain open until filled.**

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.