For more than 50 years the Legal Aid Chicago (formerly LAF) 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 more than 80 full-time attorneys and staff help resolve civil legal problems, including public benefits issues, domestic violence, consumer fraud, and unfair evictions.

Position
Legal Aid Chicago seeks a full-time attorney to work in our Public Benefits Practice Group and manage our Public Benefits Outreach and Enrollment (PBOE) Project. The PBOE Project includes 6 paralegals who assist individuals in applying for benefits from the Department of Human Services including medical coverage (Medicaid), food assistance (SNAP) and cash assistance (TANF and AABD Cash). The paralegals are stationed at City of Chicago Community Service Centers four days a week. The Supervisory Attorney works with the paralegals and other attorneys in the practice group to appeal adverse actions on benefits in administrative appeals and state court. The Supervisory Attorney will identify systemic problems in the administration of public benefits and develop strategies to resolve those problems.

Responsibilities include, without limitation

- Maintain a caseload of individual cases representing clients before the Illinois Departments of Human Services and Healthcare and Family Services and in state and federal courts;
- Advocate with the Departments of Human Service and Healthcare and Family Services to improve the benefit programs they administer;
- Supervise paralegals and attorneys in the Public Benefits Practice Group;
- Co-counsel cases as part of staff development and be responsible for training staff and overseeing their professional development;
- Engage in advocacy designed to have a lasting, measureable effect on our client community;
- Engage in community outreach addressing issues concerning the enrollment process and the benefits administered by the Department of Human Services;
- Maintain case files and timekeeping in electronic case management system;
• Work with Legal Aid Chicago’s External Relations / Fundraising Workgroup to administer grants that support the work of the PBOE.

Qualifications
Applicants must be licensed to practice law in the state of Illinois or prepared to sit for the next bar exam and should have been practicing for at least five years. Experience supervising legal work, working directly with, people with disabilities, people who have experienced trauma, immigrants, and people with limited income highly desired. Applicants must be highly collegial and willing to work in an interdisciplinary manner with all Legal Aid Chicago staff.

To Apply
Send a cover letter, resume, and the contact information for two professional references to resume@legalaidchicago.org. Please type “PBOE Project Supervisory Attorney: PB Practice Group” in the email subject line. This 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.