

SIX-MONTH TEMPORARY INTAKE SPECIALIST
JANUARY-JUNE 2020
IMMIGRANTS AND WORKERS' RIGHTS
(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: The intake specialist will be involved in a six-month Access to Justice grant, which will provide outreach, individual screening, legal advice and information, and legal representation to underserved immigrants who live in Hanover Township (northwest Cook County) and, in Champaign and Peoria Counties. The Intake specialist will work alongside two paralegals, working in these three geographic areas. The intake specialist will help IWR and the paralegals coordinate activities in the service areas and will work with attorneys assessing legal issues that arise after screening. The Intake Specialist will work to help the project run smoothly by coordinating work and helping with intakes and referrals from project partners and outreach staff. This position will be located in Legal Aid Chicago's main office located at 120 S. LaSalle St. in Chicago, but will require travel to the service areas.

Responsibilities: The intake specialist will:

- Develop knowledge of the U and T visa requirements and processes;
- Develop knowledge of employment law, such as wage theft and sexual harassment;
- Register all applicants for individualized services in an electronic case management system;
- Conduct some initial and additional follow-up interviews of potential clients by phone and in person to elicit essential information in order to: determine client eligibility, identify basic case facts, identify basic legal problems, open and close the client's case in Legal Aid Chicago's case management system;
- Provide information about referral to other services and other legal or social service agencies where needs cannot be addressed by Legal Aid Chicago;
- Establish effective communication with team members;
- Participate in internal team meetings, or other meetings with our partners;
- Schedule individual screening interviews for paralegals and attorneys, where needed;
- Refer individual cases internally or externally, as appropriate;
- When extended legal representation may be warranted, schedule appointments with our attorneys, facilitate preparation and communication between clients and attorneys by scanning documents, obtaining release forms, and doing basic research;
- Communicate complex concepts to clients who sometimes have limited education or language barriers; and



- Develop knowledge of Illinois' VTTC public assistance program, and assist clients in applying for these benefits, and following up on applications as necessary, relying on Legal Aid Chicago's Public Benefits Practice Group's expertise where needed.

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

Requirements/Qualifications:

- A High School Diploma
- Spanish fluency
- Computer proficiency, including familiarity with Microsoft Office applications
- Excellent interpersonal, communication, and organizational skills
- The ability to work well under pressure, and to learn and retain new information

To apply: Send resume, cover letter, and the names and contact information of two professional references, to resume@legalaidchicago.org. Include the phrase "**IWR Access To Justice Intake Specialist**" in the subject line of the email. **The deadline for applications is January 16, 2020.**

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.