



Paralegal, Crime Victim Advocate

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 civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

Position: Legal Aid Chicago has an opening for a paralegal in the Children and Families Practice Group with an immediate start date. This position serves as the first point of contact for clients referred to our agency by domestic violence advocates and also provides litigation support for the attorneys within the Children and Families Practice Group.

Responsibilities include:

- Conduct intake and comprehensive legal screening for clients referred to our office by partner organizations;
- Coordinate legal services across the agency for clients with multiple legal issues including, but not limited to, setting intake appointments with attorneys, conducting follow-up interviews with clients if needed, and gathering and organizing documents;
- Coordinate with referral partners and provide support for clients to ensure they have access to victim advocates and related services;
- Provide in-house interpreting and translation for Spanish speaking clients, which may include accompanying attorneys to court to assist with client communication;
- Provide litigation support to attorneys including, but not limited to, drafting and responding to discovery and drafting of pleadings;
- Collaborate with domestic violence provider partners and conduct outreach activities to raise awareness of Legal Aid Chicago's services;
- Attend trainings and maintain up-to-date knowledge on relevant issues; and
- Other duties as designated by the supervisor.

Qualifications: Applicants must have a college degree, computer proficiency, and be fluent in oral and written Spanish (**except for current internal applicants as specified in the Collective Bargaining Agreement**). Applicants must have a valid driver's license and be able to travel to suburban courts and community partner locations throughout Cook County. The ideal candidate will have a demonstrated interest or experience working with domestic violence survivors or other victims of crime.

Salary: Dependent on qualifications and experience level. Legal Aid Chicago offers generous fringe benefits.

To apply: Send resume, cover letter, transcript, and the names and contact information of two professional references to resume@legalaidchicago.org. Put the phrase "Crime Victim Advocate" in the subject line of the e-mail. 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.