

Public Benefits Paralegal SOAR Project (Internal and External)

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.

In addition to representing individuals in court and administrative hearings, we run community legal clinics, provide know-your-rights workshops, and work with community-based organizations to address emerging issues as well as persistent problems that affect low-income families. At Legal Aid Chicago we are actively engaged in dialogue regarding how legal services organizations can contribute to and further racial justice for low income communities.

Position

Legal Aid Chicago is seeking two full-time SOAR Paralegals (Social Security/ SSI Outreach, Advocacy and Recovery) within our Public Benefits Practice Group. The SOAR Paralegals will report to a Supervisory Attorney and are responsible for the following tasks:

Responsibilities without limitation

- Complete the online SOAR training and participate in periodic SOAR follow-up training;
- Assist individuals with chronic health conditions including HIV who are homeless or at risk of homelessness applying for disability benefits from the Social Security Administration including:
 - a. completing SSA forms,
 - b. obtaining and reviewing medical and vocational records,
 - c. collaborating with medical providers to complete medical summary reports,
 - d. advocating with SSA field offices and Disability Determination Service;
- Assist individuals whose initial disability applications have been denied in submitting Requests for Reconsideration and supporting documentation to SSA;
- Conduct outreach to increase referrals and educate clients and social service and medical professionals about the SSA disability determination process; and
- Establish and maintain partnerships with organizations serving people with chronic health conditions including HIV who are homeless or at risk of homelessness.

Qualifications

- A Bachelor's Degree; (**except for current internal applicants as specified in the Collective Bargaining Agreement**).
- Knowledge of and experience with the Social Security disability process;



- Knowledge of and experience with medical, social and vocational issues affecting people with chronic medical conditions including HIV;
- The ability to empathize with clients of different ages and from different cultural, socio-economic, racial and linguistic backgrounds;
- Experience reviewing medical records;
- Excellent written and verbal communication skills;
- Spanish speaking proficiency preferred.

Salary

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

To apply

Send cover letter, resume, and the contact information of two professional references to resume@legalaidchicago. Put the phrase “**SOAR Paralegal**” in the subject line of the email.

No phone calls, please. We will consider applications on a rolling basis beginning immediately. Applications will be accepted until the position is 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.