JOB POSTING
Paralegal - GRG
Children and Families Practice Group
(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 civil legal problems, including domestic violence, consumer fraud, and unfair evictions, immigration, and workers’ rights.

Position: Amid the upheaval of the COVID-19 crisis, unmet legal needs are an increasing stressor for many vulnerable populations, including grandparents raising grandchildren. As the financial impact on families increases, grandparents are stepping up to care for their young relatives. Legal Aid Chicago supports these grandparents by providing traditional legal advocacy, assistance with enrolling their grandchildren in school, and obtaining necessary financial support through public benefits. Legal Aid Chicago has an opening for a paralegal in the Children and Families Practice Group to grow our work supporting grandparents raising their grandchildren. This position has an anticipated start date of August 15, 2020.

Responsibilities: Under the supervision of Legal Aid Chicago attorneys, the paralegal will:
- Conduct telephone or in-person intake, and follow up interviews, to determine eligibility for services, and gather basic case facts, collect documents, and identify initial legal problems;
- Draft documents, including: letters to clients, basic pleadings, and discovery requests and answers;
- Assist clients to obtain public benefits for their grandchildren and troubleshooting issues of school enrollment and remote learning;
- Participate in trainings at social service and other community agencies on all of the above issues;
- Assist attorneys with administrative tasks.

Qualifications: Applicants must have a Bachelor’s Degree (except for current internal applicants as specified in the Collective Bargaining Agreement). Applicants must have excellent oral and written skills. Spanish fluency preferred, as well as a demonstrated interest or experience working with seniors or with vulnerable populations of people. The applicant’s personal background, experience, or professional background should reflect an ability to work effectively in cross-cultural situations with clients, co-workers and the community we serve. Good organizational, information-gathering, case management skills and the ability work collaboratively with others is essential.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low cost health plans, employer-provided group life and long-term disability insurance, fitness center access, and generous vacation and sick time.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “GRG Paralegal” in the subject line of your e-mail. Applications must be received by July 24, 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.