JOB POSTING
Paralegal - HIV Community Housing Advocate
Housing 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.

Position: The Housing Practice Group has an opening for a Housing Advocate (Paralegal) who will secure housing, stabilize housing placements, and apply for financial assistance for people living with HIV who are or are at risk of being homeless.

Responsibilities:
- Works with private and subsidized housing providers to locate housing for clients;
- Coordinates with the AIDS Foundation of Chicago and other funders to secure emergency housing and utility assistance to prevent homelessness;
- Works with Legal Aid Chicago's attorneys to seek informal resolution of landlord-tenant disputes;
- Participates actively in Chicago's HIV services delivery community, educating tenants about their legal rights, as well as engaging community organizations to build awareness of legal rights and Legal Aid Chicago services; and
- Collects data and other information for grant-reporting.

Qualifications: Applicants must have a college degree, except for current internal applicants as specified in the Collective Bargaining Agreement, excellent oral and written skills, and a demonstrated commitment to assisting people living with HIV. Basic internet and computer skills are required, including familiarity with programs such as MS Word, Outlook, and Excel. Good organizational skills and zealous advocacy are essential. Preferred applicants will have experience working with Chicago communities and Spanish language fluency.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “HIV Housing Advocate” in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone or agency 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.