



JOB POSTING
Paralegal - CLASP
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.

Position: Legal Aid Chicago's Comprehensive Legal Assistance for Survivors Project (CLASP) provides legal representation to survivors of sexual violence, with an emphasis on non-intimate partner victims, including low wage workers/employment-based victims, limited English-speakers, and teens. This position is focused exclusively on CLASP, including intake, outreach, and litigation support.

Responsibilities:

- Conduct intake and comprehensive legal screening for victims of sexual violence by phone and in-person, including on site at partner locations. Intake includes entering information into a confidential case management system.
- Connect clients with in-house attorneys with expertise in identified legal issues, coordinate legal services and refer clients with multiple issues, and assist attorneys with litigation support and translation.
- Coordinate communication between agencies for clients who are receiving services from both Legal Aid Chicago and our project partner.
- Create outreach plan and materials collaboratively with project partner and conduct outreach activities to raise awareness of CLASP services for victims of sexual violence, focusing on low-wage workers/employment-based victims, limited English-speakers (especially Spanish-speaking), and teens.
- Attend trainings, including specialized training to work with survivors of sexual violence, and maintain up-to-date knowledge on relevant issues.

Qualifications: Applicants must have a college degree, be fluent in Spanish and English, have a valid driver's license and be able to travel to various outreach locations throughout Cook County (once the COVID-19 pandemic has subsided). Applicant does not need a car. The ideal candidate will have a demonstrated interest or experience working with survivors of sexual violence. Experience conducting outreach activities is preferred. Flexibility and ability to work occasional evenings and weekends are essential.

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, college transcript (student-issued is fine), and the contact information of two professional references to: resume@legalaidchicago.org. Please place "**Paralegal – CLASP**" 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.