



JOB POSTING
Paralegal (Temporary)
Public Benefits 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 Public Benefits Practice Group has an opening for a six-month, full-time paralegal who will work to work within the Veterans' Rights Project.

Responsibilities: The paralegal will work under the direct supervision of an attorney and the authority conferred upon the paralegal in the handling of cases or client service functions is determined by the supervisory attorney. The paralegal will handle all functions related to casework, from initial intake through representation of clients at administrative hearings. The duties of the paralegal include the following:

- Maintain a caseload of individual cases representing clients before the Department of Veterans Affairs, Social Security Administration, Illinois Department of Human Services with an emphasis on assisting clients to apply for disability benefits from the SSA using the SOAR Process
- Maintain a regular intake schedule and other casework duties which include, without limitation: consultation with supervising attorney as to proper course of action, preserve the confidence of clients, avoid conflicts of interest, maintain the same ethical standards of conduct required of attorneys
- Work collaboratively with Legal Aid Chicago staff, students and volunteers to provide comprehensive legal services
- Provide appropriate advice and referrals
- Participate in community outreach and support legal training and community education for clients and community partners that serve veterans
- Maintain case files and timekeeping in electronic case management system
- Such other duties as are reasonably related to the function of the paralegal and as may be assigned from time to time by the supervisor

Qualifications:

Required

- Bachelor's degree (except for current internal applicants as specified in the Collective Bargaining Agreement)
- Excellent oral and written skills
- A commitment to social justice
- Experience and competence advocating for other people
- Good organizational skills

Preferred

- Familiarity with public benefit program eligibility criteria
- Experience and comfort interacting with people living in poverty, veterans, trauma survivors, and people with physical, mental and cognitive disabilities

Salary: Commensurate with experience.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place **"Temp VRP Paralegal"** 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 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.