



## **HELP DESK PARALEGALS**

### **Federal District Court and Bankruptcy Help Desks (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. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

**Positions:** Legal Aid Chicago is seeking to fill two paralegal positions. Each paralegal will staff one of the agency's two Help Desks located at the Federal District Court for the Northern District of Illinois: the Hibbler Help Desk and the Bankruptcy Help Desk. These help desks are operated in cooperation with the Federal Court and Bankruptcy Court, with special funding from the Chicago Bar Foundation.

Each position involves coordinating the work of a Help Desk where volunteer attorneys meet with and give legal advice to self-represented litigants. The paralegal will help schedule volunteer attorneys, do initial client intake, connect clients with volunteers, perform follow-up communication and documentation, and otherwise support the volunteers and the work of the Help Desk.

The Hibbler Help Desk is part of Legal Aid Chicago's Volunteer Services Unit. Named after the late Judge William J. Hibbler, the help desk provides assistance to individuals without an attorney in civil cases in federal court. The help desk is primarily staffed by volunteer attorneys who are experienced in federal litigation. The help desk provides advice on proceedings and procedures in federal court, assists with reviewing pleadings, helps explain orders, and provides referrals.

The Bankruptcy Help Desk is part of Legal Aid Chicago's Consumer Practice Group. The Bankruptcy Help Desk provides advice to individuals without an attorney who have filed or are considering filing bankruptcy. The help desk is primarily staffed by volunteer attorneys who are experienced in consumer bankruptcy. The help desk provides advice on whether to file for bankruptcy, assists with preparation of filings, and provides referrals.

These positions have an anticipated start date of August 2, 2021.

**Responsibilities:** Under the supervision of Legal Aid Chicago attorneys, duties include, but are not limited to:

- Help orient and train new volunteers
- Schedule volunteers for appointments at the Help Desk
- Screen and conduct initial intake of Help Desk clients
- Provide basic procedural information to Help Desk clients
- Schedule client appointments with volunteers
- Provide clients with appropriate follow-up information and documentation
- Complete administrative tasks to document client visits and outcomes
- Make appropriate referrals to Legal Aid Chicago and to external partners
- Otherwise support volunteers as needed
- Assist with grant reporting

**Qualifications:** Bachelor's Degree preferred. Applicants must have excellent oral and written skills, and the ability to work collaboratively with others. 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, and management skills are essential. Spanish fluency or strong working proficiency is a plus. Applicants are expected to make a minimum commitment of two years to working at Legal Aid Chicago.

**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 cover letter, resume, and the names and contact information of two professional references to: [resume@legalaidchicago.org](mailto:resume@legalaidchicago.org). Be sure to write "Help Desk Paralegals" in the subject line of your e-mail. Applications will be reviewed on a rolling basis and the positions will remain open until filled.

Please state whether you are interested in applying for either position, or, if not, which position you are seeking.

***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.***