



**JOB POSTING**  
**Paralegal**  
**Medical Legal Partnership Paralegal 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. 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.

**Position**

Legal Aid Chicago seeks a full-time Paralegal within our Public Benefits Practice Group with a focus on our Medical Legal Partnerships. The Paralegal will report to a Supervisory Attorney and is responsible for the following tasks:

**Responsibilities without limitation**

Paralegals work under the direct supervision of an attorney. Paralegals handle all functions related to casework, from initial intake through representation of clients at administrative hearings; some paralegals may exclusively perform non-casework functions. The duties of the paralegal include the following:

- Maintain knowledge of law and procedures related to benefits administered by the Illinois Department of Human Services such as Medicaid, SNAP, TANF and the Social Security Administration;
- 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, account for clients' moneys, maintain the same ethical standards of conduct required of attorneys;
- Represent clients by undertaking such activities as: interview and initial fact gathering, factual and legal research, devise, review, revise and implement the strategy for going forward, prepare a case for hearing, draft legal papers, negotiate,

present evidence, interrogate witnesses, oral advocacy, and properly prepare the client and maintain an ongoing relationship;

- Work with attorneys on cases or projects; investigation and research; preparation of depositions, discovery materials, pleadings, briefs and other legal materials;
- Provide advice and referral to individuals not accepted as clients and make appropriate referrals to additional or alternative legal services and to necessary social services;
- Participate in maintaining good community relations by acting as a liaison between community groups and the Legal Aid Chicago staff. Tasks may include, without limitation: outreach and community education to client groups and social service agency personnel; advocacy training in legal rights and entitlement to above-named groups; training of staff, and other groups, when assigned to or approved by the supervisory attorney;
- Apply proper eligibility standards, both financial and subject matters, in accepting clients for service;
- Prepare reports and statistics related to cases and other projects;
- Maintain proficiency with all equipment, computer hardware and software necessary to perform the duties of the position;
- Undergo HIPPA training, a background check and provide proof of or be administered vaccinations so that (s)he can perform some of work at location of medical partner and access medical partner electronic records; and
- 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**

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 required as are basic internet and computer skills, including familiarity with such programs as MS Word, Outlook, and Excel. Familiarity with public benefits programs is a plus as is experience and comfort interacting with people living in poverty, older adults, people with physical, mental and cognitive disabilities, immigrants and people with limited English proficiency. Ideally, the candidate will have access to a car and ability to drive. 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 contact information of two professional references to [resume@legalaidchicago](mailto:resume@legalaidchicago). Put the phrase “**MLP Paralegal**” in the subject line of the email. We will consider applications on a rolling basis beginning immediately. Applications will be accepted until the position is 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.***