



JOB POSTING
Intake Specialist
Client Screening Unit
(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: Intake Specialists screen applicants for eligibility, gather information from clients about their legal problems, provide advice and referrals with the support of Legal Aid Chicago attorneys, and set appointments for all Legal Aid Chicago practice groups.

Responsibilities:

The Intake Specialist will:

- Register applicants for services in an electronic case management system
- Conduct screening interviews, gather basic case facts, identify basic legal problems, and apply Legal Aid Chicago's eligibility guidelines and priorities to evaluate what level of assistance can be offered
- Give limited legal advice under the direction and supervision of attorneys
- When extended legal representation may be warranted, schedule appointments with our attorneys
- Facilitate communication between clients and attorneys by scanning documents, obtaining release forms, and doing basic research, such as looking up a court case docket on the website for the clerk of the court.

Qualifications:

- A high school diploma or G.E.D. certificate
- Computer proficiency, including familiarity with Microsoft Office applications
- Excellent interpersonal, communication, and organizational skills
- The ability to work well under pressure, and to learn and retain new information

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 **"Intake Specialist"** 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.