



Chicago House empowers persons living with or vulnerable to HIV/AIDS to lead healthy and dignified lives, through housing and compassionate, client-centered support services.

JOB DESCRIPTION

POSITION TITLE: Paralegal

CLASSIFICATION STATUS: Exempt

SALARY: \$41,000 to \$43,500

Position Description: The paralegal will assist the legal director in providing holistic and affirming legal services, self-help legal assistance, and legal education to transgender and gender expansive people; assist policy advocacy efforts and support the overall mission of the TransLife Cares Program. This position is primarily remote but will require some in person work including staffing drop in clinics on the north, west and south sides of Chicago.

The primary practice areas of the program are legal name changes, public benefits appeals, criminal records sealing and expungement, employment law (wrongful termination, discrimination, sexual harassment) and housing and public accommodations discrimination.

Essential Duties and Responsibilities:

- Staff drop in legal clinics
- Proofread, edit and format documents
- Conduct legal research
- Complete intake interviews
- Maintain case files
- Collect and organize evidence
- Draft correspondence and some legal documents
- Assist with grant writing and grant reports
- Collect and maintain program related data
- File documents with the Illinois state court and administrative bodies
- Communicate with clients about case status
- Create informational documents for use in policy advocacy

Requirements/Qualifications

- Proficient in Microsoft Office Suite and Adobe Acrobat required; proficient in Westlaw and Clio preferred but not required
- Excellent research, writing and communication skills
- Bilingual/bicultural preferred
- Experience with policy advocacy and legislative analysis a plus but not required



- Experience working with individuals experiencing trauma and/or living in poverty; experience with providing services to transgender and gender expansive people preferred
- Strong organizational skills, a flexible work style and ability to creatively problem solve
- Experience working in legal services, and knowledge of at least one of the practice areas offered, preferred
- A demonstrated commitment to public interest law and to racial, economic, gender and disability justice

To apply, please submit a resume and cover letter to ericks@chicagohouse.org.

Chicago House is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, gender identity, sex assigned at birth, arrest record, HIV status, or any other characteristic protected by applicable federal, state or local laws.