

## **Job Description – Data Coordinator**

Legal Council for Health Justice (Legal Council), located in downtown Chicago, seeks a Data Coordinator to support the work of its legal staff.

Legal Council ([www.legalcouncil.org](http://www.legalcouncil.org)) was founded in 1987 as AIDS Legal Council of Chicago to respond to the urgent legal and human needs of persons impacted by HIV and AIDS. In 2014, we changed our name and expanded services to address discrimination, disadvantage, and disparities in health, equity, and well-being across the lifespan of vulnerable populations. Its staff have achieved successes through direct legal representation and high impact litigation, administrative and legislative advocacy, and by providing training to and collaborating with other advocates who are working towards the same goals.

**Job Description:** The Data Coordinator will be a strategic partner in developing and implementing new systems to streamline our data systems as well as handling some administrative duties. The coordinator will work with two administrative assistants and report to the Operations Manager.

**Principal Responsibilities:** The Data Coordinator will handle all areas of data support for legal services including:

- Implementing and reviewing continuous improvement initiatives in agency data collection and reporting;
- Entering data into the client and proprietary databases, creating and monitoring client files, and generating reports;
- Ensuring data integrity in client and proprietary databases;
- Maintaining and updating relevant forms in client databases;
- Conserving attorney/paralegal time by reading, reviewing, verifying, and routing correspondence, reports and legal documents to Social Security and other government agencies;
- Preparing, sending, monitoring and doing follow-up on requests for records in individual client cases;
- Managing high volume of medical and school records and billing;
- Assisting in the preparation and distribution of training and outreach materials, publications, and mailings; and
- Maintaining client confidence by keeping client/attorney information confidential.

### **Specific Job Requirements:**

- 2-year degree or commensurate relevant experience;
- Proficiency with Microsoft Office Suite applications including Word, Excel, Outlook, and PowerPoint;
- Experience working with relational databases such as Microsoft Office Access;

- Excellent verbal and written communication skills.
- Ability to work independently and as part of a dynamic team.
- Strong organizational skills and adept at managing multiple priorities.
- Demonstrated commitment to social justice advocacy.
- Fluency in a language in addition to English a plus.

Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, mental illness, public housing or other issues affecting our client population.

**How to Apply:** To apply, email a resume, compelling cover letter, and two professional references to: [job@legalcouncil.org](mailto:job@legalcouncil.org), attn.: Thomas Yates, Executive Director.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and strongly encouraged to apply.

**Salary:** Salary is commensurate with experience and based on agency salary scale.

**Submission deadline:** Position is open until filled.