

POSITION DESCRIPTION

Legal Advocate, AIDS Legal Council

The AIDS Legal Council (ALC) is a program of Legal Council for Health Justice (Legal Council). ALC specializes in providing legal assistance on matters impacting persons living with HIV/AIDS. The Program works with a number of medical partners including the CORE Center at Stroger Hospital, Howard Brown Health Center, and Mercy Hospital. Staff assist people with HIV and AIDS with a variety of legal problems including access to health care and public benefits programs, confidentiality and testing matters, and other matters related to their HIV status.

People of color, women, persons with disabilities, the elderly, LGBTQ+, and Veterans are welcomed and strongly encouraged to apply.

Job Responsibilities:

The Legal Advocate will:

- Conduct educational outreach to patients and medical and social services staff at partner sites about issues confronting people with HIV and AIDS.
- Interview potential clients and evaluate issues for further assistance and advice.
- Assist clients to complete necessary paperwork, investigate facts, and develop evidence to assist with legal claims and disputes. Request and prepare client records and case files for legal representation.
- Enter program data, monitor files and data quality, and track the number and types of linkages provided to clients;

Job Requirements:

- Must demonstrate a commitment to the mission of Legal Council
- Must be able to manage a significant client caseload and work effectively and compassionately with persons with HIV/AIDS and with those experiencing severe mental health symptoms, often with co-occurring substance use disorders
- Must work well independently as well as collaboratively with Legal Council staff and medical partners
- Strong interpersonal, organizational, analytical, and writing skills are a must.
- Bilingual skills (fluency in Spanish) a plus.
- Bachelor's degree and/or equivalent work experience
- Two or more years of experience providing direct service advocacy and/or case management services
- Relevant experience includes not only professional advocacy on behalf of others, but also personal experience with poverty, chronic illness, HIV, mental illness, public benefits or other issues affecting our client population.

How to apply:

- Email (no phone calls, please) a resume, compelling cover letter, and three professional references with subject line "Legal Advocate, AIDS Legal Council" to:
- Ruth Edwards, Senior Director of Program Services: job@legalcouncil.org