

## **Job Description-Legal Advocate working with Access Community Health Network Medical-Legal Partnership**

Legal Council for Health Justice (Legal Council) seeks a legal advocate to work in our Medical-Legal Partnership with Access Community Health Network (ACCESS). The legal advocate will work with a staff attorney to do outreach and intake, and handle legal matters under the supervision of the staff attorney for patients served by ACCESS.

### **About Legal Council for Health Justice**

The Legal Advocate will work on-site at ACCESS clinics in Chicago, and in the Legal Council office in Chicago's Loop. Pursuant to Legal Council's hybrid work policies, the Legal Advocate may also be able to work remotely for 1-2 days a week, depending on schedule.

Founded in 1988, Legal Council is a non-profit law office that finds legal remedies for discrimination, disadvantage, and disparities in health equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions. Legal Council's attorney and legal advocates use a Medical-Legal Partnership model to provide legal services. We partner with safety net hospitals and medical clinics, and social services agencies working with low-income communities to provide legal services.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, seniors, LGBTQ+ and Veterans are welcomed and strongly encouraged to apply. Legal Council believes that personnel diversity is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We are enriched by the diverse experiences, beliefs, and ways of thinking that employees of different backgrounds bring.

### **Job Responsibilities:**

The Legal Advocate will:

- Conduct outreach to patients, providers, and staff at ACCESS partner sites about legal issues impacting ACCESS patients.
- Assist the staff attorney in building relationships with ACCESS staff and providers to support referrals, training, and data tracking for the partnership.
- Interview potential clients and evaluate issues for further assistance and advice under staff attorney supervision.
- 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.

- Under the supervision of the staff attorney, advocate for clients with state administrative agencies and school districts as appropriate.
- Enter program data, monitor files and data quality, and track the number and types of linkages provided to clients.

**Characteristics and skills needed for the position:**

- Must demonstrate a commitment to the mission of Legal Council.
- Must be able to support the staff attorney with a significant client caseload.
- Must work effectively and compassionately with Legal Council staff and patients and staff at ACCESS.
- Must work well independently and be willing to travel to ACCESS health center sites in the Chicagoland area.
- Must have strong interpersonal, organizational, analytical, and writing skills.
- Bilingual skills a plus.
- 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, Access MLP" to: [job@legalcouncil.org](mailto:job@legalcouncil.org), Attn: Ruth Edwards, *Senior Director of Program Services*. In your cover letter, Legal Council invites you to share how your lived experience may make you a better advocate for the families and communities we serve.

Salary: Salary is commensurate with experience and will range from \$42,000 to \$50,000 depending on experience.

Submission Deadline: Position is open until filled.