

## **Job Description-Intake Specialist**

Legal Council for Health Justice (Legal Council) seeks a bilingual (Spanish) Intake Specialist to work directly with our clients. The Intake Specialist will work with Legal Council case-handlers to conduct outreach, do initial interviews, and handle some case follow up with clients served by our AIDS Legal and Children's Programs.

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

The Intake Specialist will work in the Legal Council office in Chicago's Loop, with periodic opportunities for outreach at our partner organizations and in community. Pursuant to Legal Council's hybrid work policies, the Intake Specialist may also be able to work remotely for up to 3 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 attorneys and legal advocates use a Medical-Legal Partnership model to provide legal services. We partner with safety-net hospitals, 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 Intake Specialist will:

- Interview patients and families referred from MLP partners to identify eligibility, case facts, and current legal needs.
- Schedule legal intake interviews for potential clients with legal needs within Legal Council priorities.
- Under attorney supervision, provide legal information and targeted referrals for some clients.
- Coordinate with potential clients to complete releases, retainers, and other documents necessary for legal investigations and representation.
- Maintain interview notes and other initial client communications and completed documents within LCHJ's case management system.
- Assist attorneys and legal advocates with other related services as necessary.

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

- Must demonstrate a commitment to the mission of the Legal Council.
- Must be detail-oriented and able to manage and prioritize amongst multiple responsibilities

- Must work effectively and compassionately with Legal Council staff, patients, and staff at partner organizations.
- Must work well independently and be a self-starter.
- Must be willing to travel to partner and community sites in the Chicago area.
- Must have strong interpersonal, organizational, and analytical skills.
- Spanish proficiency required.

**Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, HIV, mental illness, racism and its consequences, public housing, special education, or other issues affecting our client population.**

Note: We know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.

**How to apply:**

Email (no phone calls, please) a resume, compelling cover letter, and two professional references with the subject line "Intake Specialist" to: [job@legalcouncil.org](mailto:job@legalcouncil.org), Attn: Katie Shelton, Legal Director, *Children and Families Program*.

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.

In addition to the salary range listed, Legal Council offers opportunities for advancement and career development, a comprehensive benefits package that includes major medical, dental and vision; Generous Holiday and Vacation Paid time off; Sick Paid Time Off; Traditional 401k/Roth 401k with 2% employer non-elective match.

**Additional items:** Hybrid work is available. Employees are required to be on-site twice a week between Monday and Friday. All Legal Council staff must show proof of full COVID-19 vaccination or be granted a reasonable accommodation by the Executive Director due to a valid claim of a disability as defined by the Americans with Disabilities Act or a valid religious exemption pursuant to Title VII. Full COVID vaccination is defined as the two-shot Moderna or Pfizer vaccine plus a booster or the Johnson & Johnson one-shot vaccine plus a booster.

Submission Deadline: The position is open until filled.