

### **Job Description-Legal Advocate**

Legal Council for Health Justice (Legal Council) seeks a legal advocate to work with our AIDS Legal team providing legal services to people and communities impacted by HIV in Chicago. The legal advocate will work with our established Medical Legal Partnerships (MLP), client communities, and community partners to conduct outreach, education, intake, and handle legal matters, under the supervision of a staff attorney.

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

The Legal Advocate will work a portion of the week in the Legal Council office in Chicago's Loop and at our partner site. Pursuant to Legal Council's hybrid work policies, the Legal Advocate may also be able to work remotely for up to 3 days a week, depending on the 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 Legal Advocate will:

- Interview potential clients and evaluate issues for further assistance and advice under staff attorney supervision.
- Under the supervision of the staff attorney, advocate for clients with administrative agencies and other entities as appropriate.
- 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.
- Conduct outreach and training to patients, community groups, providers, and staff at our partner locations and in the community about legal issues affecting clients.
- Assist the staff attorney in building relationships with partner staff to support consultations, referrals, training, and data tracking for the partnership.
- 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 detail-oriented and able to manage and prioritize amongst multiple responsibilities.
- Must work effectively and compassionately with Legal Council staff, clients, and staff at the partner sites.
- Must work well independently and be a self-starter.
- Must be willing to travel to partner sites on south, near west and north side of Chicago.
- Must have strong interpersonal, organizational, analytical, and writing skills.
- Experience with public benefit programs such as Social Security, Medicaid, Supplemental Nutritional Assistance Program (SNAP), AIDS Drug Assistance Program (ADAP) a plus.
- Experience managing a client caseload a plus.
- Spanish skills *highly desirable*.

**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 three professional references with subject line "Legal Advocate, AIDS Legal Project" to: [job@legalcouncil.org](mailto:job@legalcouncil.org), Attn: Kenya Burnett, Legal Director, *AIDS Legal Council Program*. In your cover letter, Legal Council invites you to share how your lived experience may make you a better advocate for the clients and communities we serve.

Salary: Salary is commensurate with experience and will range from \$48,000 to \$54,000 depending on experience.

In addition to the salary range listed, Legal Council offers 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: Position is open until filled.