



Chicago House empowers persons living with or vulnerable to HIV/AIDS to lead healthy and dignified lives, through housing and compassionate, client-centered support services.

JOB DESCRIPTION

POSITION TITLE: Staff Attorney

CLASSIFICATION STATUS: Exempt

Position Description: The staff attorney will work with the legal director and paralegal to provide direct legal services to the transgender and gender expansive communities and engage in advocacy related to policies impacting those communities. This position is primarily remote but will require some in person work including staffing drop in clinics on the north, west and south sides of Chicago.

The primary practice areas of the program are legal name changes, public benefits appeals, criminal records sealing and expungement, employment law (wrongful termination, discrimination, sexual harassment) and housing and public accommodations discrimination.

Essential Duties and Responsibilities:

- Provide know-your-rights information and brief legal services
- Conduct legal research
- Complete intake interviews and collaborate in case assessment with the legal director and paralegal
- Maintain case files
- Collecting and reviewing evidence
- Draft memos, correspondence, pleadings, briefs, discovery and motions
- Interview and prepare witnesses
- Conduct discovery and investigation
- Represent clients in Illinois state court and administrative body proceedings
- Engage in public speaking, including Know Your Rights community workshops and Continuing Legal Education presentations
- Staff legal drop in clinics
- Collaborate with community members and partner organizations on policy advocacy projects; review and draft legislation
- Other duties as assigned

Requirements/Qualifications

- 2-5 years of litigation experiences in Illinois state court or administrative proceedings, including experience drafting pleadings, motions, correspondence and legal memoranda.
- Admitted to practice in Illinois or eligible to waive into the Illinois bar
- Excellent research, writing and litigation skills

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- Experience in at least two of our current practice areas; experience in family law and/or immigration law a plus
- Bilingual/bicultural preferred
- Experience with policy advocacy and legislative analysis a plus but not required
- Experience working with individuals experiencing trauma and/or living in poverty; experience with providing legal services to transgender and gender expansive people preferred
- Ability to collaborate with a wide range of people, including non-lawyers, and to develop and maintain relationships with partner organizations and community members
- Strong organizational skills, a flexible work style and ability to creatively problem solve
- Strong client counseling skills
- A demonstrated commitment to public interest law and to racial, economic, gender and disability justice

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