Paralegal– Emergency Services

To Apply: Email a Cover Letter and Resume to Danielle Parisi Ruffatto, Director of Emergency Services, at druffatto@ascendjustice.org

Application Deadline: July 31, 2020

ASCEND JUSTICE is seeking a full time, bilingual (Spanish) paralegal in the Emergency Services Division. This role involves providing direct services to clients and modeling proper procedures for interns and volunteers in the same-day Order of Protection Clinic, as well as working on ongoing Order of Protection representation cases. Due to COVID-19, most agency staff are temporarily working remotely. When circumstances change, this will be a fully on-site position at 555 W. Harrison, Chicago. An ideal candidate would have prior legal experience and experience working with survivors of gender-based violence.

Essential Responsibilities

- Assist attorneys with operation of same day Order of Protection clinic by providing direct services to clients, demonstrating proper procedures for volunteers, and completing administrative tasks. (50%)
- Assist attorneys with ongoing Order of Protection case tasks, preparation, and client communication, including demonstrating how to complete specific tasks to interns. (50%)
- Translate/interpret for clients and attorneys as needed.
- Deliver all services according to principles of trauma-informed care.
- Maintain client files, opening and closing cases according to agency procedures.
- Record all client communications in Legal Server.
- Protect the organization by keeping information confidential.

Other Responsibilities

- Actively participate in required staff meetings, trainings.
- Keep abreast of the field by maintaining networks, participating in professional organizations.
- Perform other duties as assigned by supervisor.

Work Environment

- Due to COVID-19, most agency staff are temporarily working remotely. When circumstances change, this will be a fully on-site position.
- Courthouse and offices are fully accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- Evening and weekend work may occasionally be required.
- This role routinely uses standard office equipment such as computers, phones, and
scanners. Employee is regularly required to talk, hear, see, and communicate effectively via computer.

- The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 40 pounds.
- Smoke- and drug-free environment.
- Ascend Justice is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Ascend Justice does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Ascend Justice is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Qualifications

- Bachelor’s degree in relevant field required
- Bi-lingual in Spanish/English required
- Previous paralegal or legal assistant experience preferred
- Strong written and verbal communication skills
- Must have completed or be willing to complete 40 hour Domestic Violence training
- Ability to work with people of diverse backgrounds who are in crisis
- Knowledge of or experience with working with survivors of gender-based or intimate partner violence
- Familiarity with principles of trauma-informed care and willingness to complete additional training
- Sensitive listener with ability to explain complex concepts
- Strong self-motivation and ability to manage multiple tasks
- Basic computer and office skills, including proficiency with the Microsoft Word and Excel
- Ability to work in fast-paced legal environment
- Sense of humor

Ascend Justice does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, disability, sex, sexual orientation, gender identity, marital status, veteran status or age. Applicants / clients wishing to lodge a complaint about discrimination in the provision of services can do so by contacting the Illinois Criminal Justice Information Authority. The ICJIA nondiscrimination policy can be found on the ICJIA website at http://www.icjia.org/grants/grant-resources. Applicants can also send complaints via e-mail to CJA.CivilRightsOfficer@illinois.gov.