



## MOBILE LEGAL CLINIC PARALEGAL

The Mobile Legal Clinic (MLC) Paralegal will provide essential support to the MLC team, assisting with client intake, legal research, and outreach. The MLC is housed at LARC, Land of Lincoln's centralized intake system responsible for conducting eligibility determination for applicants, providing legal advice to clients and making referrals to our regional offices. This role requires extensive travel and a proactive approach to working in a mobile clinic environment. Paralegals will perform field-based duties as well as office work, supporting attorneys and ensuring the smooth operation of MLC services.

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to working for justice with those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve. Our attorneys provide holistic legal advocacy in partnership with community organizations, social service agencies, and faith-based groups.

### Key Responsibilities:

1. **Client intake and support:** Conduct client intake and interviews at LARC and in the field, making eligibility determinations and providing advice in consultation with the supervising attorney.
2. **Field-based services:** Support attorneys during client meetings, outreach events, and mobile service delivery in rural and underserved areas.
3. **Legal support:** Assist with case research, document preparation, and maintaining client files under attorney supervision.
4. **Outreach and community engagement:** Work with community partners to promote MLC services and participate in outreach activities.
5. **Drive and maintain MLC vans:** Be trained to drive the vans and assist with their maintenance, ensuring they function as moving billboards and efficient mobile offices.
6. **Office work:** Perform administrative duties, including timekeeping, case documentation, and reporting, at LARC and after returning from field assignments.
7. **Compliance:** Adhere to LOLLA policies, professional standards, and funder requirements.
8. Other duties as required or assigned.

### Qualifications:

- Paralegal certification or equivalent experience.
- Strong organizational and time-management skills.
- Experience in legal services, particularly in outreach or field-based roles, is preferred.
- Proficiency with case management software and mobile technology.
- Flexibility to travel extensively and adapt to a dynamic work environment.
- Excellent communication and client service skills.
- A satisfactory driving record.

**Special Working Conditions and Demands:** Applicants must have reliable transportation. This position is primarily based on the road.

**Compensation:** \$47,500 – \$68,500 (depending on experience). Excellent insurance and retirement benefits; excellent leave benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the public service loan forgiveness programs.

**Please send a cover letter and resume with subject line "Mobile Legal Clinic Paralegal" to:**

Dawn Beasley, Human Resources Director, at [dbeasley@lincolnlegal.org](mailto:dbeasley@lincolnlegal.org)

*Land of Lincoln is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, LBGTQIA+ gender non-conforming individuals, and people with life experiences or educational backgrounds that add to our diversity and our capacity to provide high quality legal aid.*