



Breaking Barriers to Justice

STAFF POSITION: Public Benefits Paralegal

***Passionate about helping low-income individuals with a range of civil legal issues?
Join Land of Lincoln Legal Aid and make a long-term impact!***

Land of Lincoln Legal Aid seeks a motivated individual to join our team as a Paralegal with the Eastern Regional Office located in Champaign, Illinois. In partnership with the United Way of Champaign County, the ERO screens clients for public benefits eligibility such as TANF, SNAP, Medicaid, and Social Security/SSI Disability. The Paralegal will be instrumental in working with clients to assess eligibility, file applications, and pursue appeals, as needed.

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for 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.

Responsibilities include:

- Communicate with clients, attorneys, and others
- Obtain and review medical records
- Maintain case notes and time entries in case management system
- Type legal documents and correspondence
- Electronically file applications and documents
- Work with attorneys on complex cases
- Other duties as assigned

Qualifications:

- Bachelor's degree or demonstrated experience, paralegal experience strongly preferred
- Proven ability to manage caseload independently
- Excellent verbal, analytical, writing, and organization skills
- Strong attention to detail
- Ability to accurately type and edit one's work
- Good working knowledge of Microsoft Office programs and comfortable with technology
- Highly motivated with desire to work in fast-paced environment
- Commitment to social and racial justice
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds

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 Student Loan Forgiveness Program.

Please send a cover letter and resume to: Susan Zielke, Managing Attorney, at szielke@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.

lincolnlegal.org