



PARALEGAL

About Us: Volunteers of America is a national, faith-based nonprofit organization founded over 125 years ago. VOA Illinois is one of the oldest affiliates of the Volunteers of America family delivering strength-based trauma-informed, gender-responsive and culturally sensitive programs and services at the highest standards of excellence to our clients. We have never stopped reinventing our services and we continue to innovate based on our communities' evolving needs. VOA Illinois, a certified "Great Place to Work," fosters an organizational culture focused on faith, innovation and collaboration. Year after year VOA IL expands and promotes from within, holding a workforce with over 50% having experienced promotion. Check out our careers page to find more opportunities at PAYCOMONLINE.NET.

Position Type: This is a Part-time, in-office position with occasional work from home opportunity and requires a 20-hour week on average. May include occasional weekend and/or evening hours as assigned.

Environment: Physical demands include sedentary work, operating a computer and other office productivity machinery with frequent communication with clients and colleagues of VOA Illinois and others involved in the care and custody of clients. The individual hired must be able to move, traverse and travel in the community in a vehicle, assist clients in and out of a vehicle if necessary and transport clients in the community.

Core Competencies: To perform this job successfully, an individual **must** be able to meet or exceed the following;

- Drive engagement and communication with clients that embodies empathy, patience and emotional intelligence.
- Advocate for clients using active listening to determine resources and meet various needs.
- Collaborate with VOA colleagues, outside organizations or vendors, etc. to connect clients and obtain necessary resources.
- Display discipline in managing time and attention to assigned caseload, tasks or projects.
- Exercise prudent stewardship of agency resources.
- Exhibit cultural competence while serving clients of diverse backgrounds and commit to expanding knowledge and understanding of different communities and people groups.
- Demonstrate ethical and professional behavior at all times.
- Engage with trauma-informed care approach and practice principles.
- Recognize and display ability to de-escalate and resolve conflict as necessary.

Summary of Position: Under the direction of VOA General Counsel, the paralegal will have a focus on providing essential support to attorneys by conducting legal research, drafting documents, organizing case files, and managing client communications. This role involves working closely with lawyers to prepare our veteran clients for trials, hearings, and meetings, ensuring that all legal documentation is accurate and up to date. This Paralegal will also assist in maintaining the schedule and deadline for cases and perform various administrative duties to support the smooth operation of a legal office. The position requires a strong understanding of legal procedures and terminology, attention to detail, and organizational skills.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The functions listed below are representative of the knowledge, skills and/or ability required for the position. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of this position.

- Conduct legal research and gather pertinent information to support attorneys.
- Draft and review legal documents, including pleadings, motions, and correspondence.
- Organize and maintain case files, ensuring all documentation is accurate and current.
- Manage client communications, acting as a point of contact for veteran clients and addressing their inquiries.
- Assist attorneys in preparing for trials, hearings, and meetings.
- Maintain the schedule and deadlines for cases, ensuring timely submission of all legal documents.
- Perform various administrative duties to support the smooth operation of the legal office.
- Collaborate with attorneys and other staff to ensure effective case management and client support.

Other Duties: As assigned by supervisor.

Education and Experience:

1. Bachelor's degree in Paralegal Studies or related field; Paralegal certification preferred.
2. Proven experience as a paralegal, preferably in a non-profit or social services setting.
3. Strong understanding of legal procedures and terminology.
4. Excellent research, writing, and organizational skills.
5. Attention to detail and ability to manage multiple tasks simultaneously.
6. Proficient in using legal research databases and case management software.
7. Strong interpersonal skills and ability to communicate effectively with clients and staff.
8. Commitment to serving veterans and supporting the mission of VOA.

Compensation and Benefits: Base Salary Range: \$35,000

- BCBS IL Medical Dental, Vision
- 403b/403b Matching
- Paid-Time Off
- Life Insurance
- PSLF
- Employee Assistance Program (EAP)
- Flexible Spending Account (FSA) / Health Savings Account (HSA)
- Referral program
- AFLAC Supplemental Insurance options

EEOC Statement

VOA Illinois understands that it takes diversity of thought, culture, background and perspective to create a truly impactful organization and strongly encourages women, people of color, LGBTQ+

individuals, persons with disabilities, members of ethnic minorities, foreign-born residents and veterans to apply. Candidates interested in working with VOA Illinois should feel motivated to apply even if they do not match every requirement, as we understand the value of transferrable skills and passion for service.

VOA Illinois provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, gender identity or expression, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Reasonable accommodations provided to qualified applicants and employees with disabilities upon request.