

**Chicago Alliance Against Sexual Exploitation
Paralegal**



The Chicago Alliance Against Sexual Exploitation (CAASE) seeks applicants for a full-time Paralegal. CAASE addresses the culture, institutions, and individuals that perpetrate, profit from, or support sexual exploitation. Our work includes prevention, policy reform, community engagement, and legal services.

CAASE's Legal Program utilizes legal representation of survivors of sexual assault and exploitation through prostitution to further the organization's mission to end sexual exploitation. CAASE's direct legal services include advocacy within the context of the criminal justice system, civil legal representation using a variety of civil laws specific to Illinois and related to sexual assault and prostitution, and protection of the panoply of other legal rights that victims have in the context of their schooling, their workplace, and their housing. CAASE does not engage in family law or criminal defense work.

Function: The Paralegal serves as the primary administrative and clerical support for the CAASE Legal Program. The Paralegal manages the legal program's general office administration, including greeting visitors, answering phones, maintaining program files and case management database, and assisting with correspondence. The associate works directly with the CAASE Senior Paralegal in completing intakes of potential clients and assisting CAASE staff attorneys with administrative legal and client matters.

Responsibilities:

Work closely with the Legal Director and Senior Paralegal to support CAASE's direct legal representation of survivors of sexual assault and exploitation, primarily through the following administrative and clerical duties:

- Serving with Senior Paralegal as the initial point of contact for survivors seeking legal services;
- Conducting initial screening and intake interviews with survivors, running conflicts checks, reviewing intakes with Senior Paralegal and Legal Director, and scheduling client consultations;
- Assisting with administration of the Coordinated Services Program, including scheduling and staffing quarterly meetings and maintaining communications with victim advocates on behalf of staff attorneys;
- Screening and routing telephone calls and correspondence sent to staff attorneys and legal director;
- Maintaining the office calendar, case docket, and case management database;
- Assisting in the preparation and organization of case files;
- Ordering and facilitating requests for police reports, transcripts, and other records;
- Composing and preparing correspondence, such as advocate and client updates, court filings, and other documents, requiring a high degree of accuracy;
- Filing documents with various legal venues and courts; and

- Providing other administrative and clerical support for CAASE Legal Director and staff attorneys as requested.

Qualifications/Requirements:

- Associate's degree or higher, paralegal certification, or comparable professional training and experience, in criminal justice, bookkeeping, accounting, office administration, as a paralegal, or similar field.
- Excellent and demonstrated communication and organizational skills, with exceptional attention to detail.
- Motivated and able to work well under pressure.
- Excellent interpersonal skills and commitment to teamwork and collaborative work models.
- Proficiency with preparation of correspondence and other documents using word-processing software.
- Proficiency with basic office management systems and ability to complete data entry and manage information tracking systems.
- Strong technology skills.
- Experience working in legal settings and within systems that require high levels of attention to confidentiality concerns and requirements.
- Ability to interact with diverse populations in a culturally responsive manner.
- Experience with victims of crime or other people who have experienced trauma a plus.
- Language ability other than English a plus (Spanish, Polish, Mandarin, or Arabic preferred).

Organization Values: CAASE is a feminist organization, committed to ending all forms of sexual exploitation including specifically sexual assault and prostitution. CAASE is opposed to all forms and manifestations of inequality, including but not limited to those based on race, sexual orientation, and gender. CAASE does not discriminate against job applicants or employees on the basis of race, color, age, order of protection status, physical or mental disability, national origin, religion, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, marital status, military status, or unfavorable discharge from military services. CAASE supports a person's full access to reproductive health information and services.

Salary and Benefits: CAASE provides a competitive benefits package, including health and dental insurance and paid time off. Salary mid-forties, negotiable depending on experience.

Status: Full time, non-exempt.

Reports to: Senior Paralegal

This position will be funded as part of CAASE's work on the Victims' Rights Enforcement Project. The Victims' Rights Enforcement Project—also known as Rights In Systems Enforced Project ("RISE Project") is a project of the National Crime Victim Law Institute (NCVLI). Funded by a cooperative agreement with the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC), award number 2018-V3-GX-K018, the RISE Project is funding six legal Clinics to provide crime victims with access to legal representation to assert and seek enforcement of their rights throughout criminal justice processes, increase awareness of victims' rights and increase victim access to no cost legal

services through an expanded body of attorneys knowledgeable about rights assertion and enforcement in criminal trial and appellate courts.

How to Apply: Applications will be accepted until the position is filled. To apply, send a substantive cover letter, resume, and writing sample via email to hr@caase.org or by mail at CAASE, ATTN: HR, 307 N. Michigan Ave., Suite 1818, Chicago, IL 60601. No phone calls please.