

CHICAGO WORKERS COLLABORATIVE

JOB POSTING

EMPLOYMENT & LABOR PARALEGAL – DEFERRED ACTION FOR LABOR ENFORCEMENT (DALE)

Working Families Legal Clinic

The Chicago Workers' Collaborative (CWC) is seeking an Employment/Labor Paralegal working at the intersection of employment and immigration law for constituents of CWC through its offices in Waukegan, Chicago and Elgin in Illinois.

General Responsibilities:

Under the supervision of the Lead Attorney, the Paralegal supports the shift in the balance of power towards greater equity in our economy and society by working with low-wage workers to exercise their legal rights and realize their collective power. The paralegal will focus work on assisting workers applying for Deferred Action for Labor Enforcement (DALE).

Specific Responsibilities:

1. Perform administrative duties including answering phones, taking and delivering messages, processing incoming and outgoing mail, making copies, filing records, preparing mailings, and assisting workers and their families with applications for Deferred Action, Work Permits and Social Security numbers;
2. Enter data into and update online database of client information;
3. Attend to clients' questions regarding case status or program services via phone, email, or in-person;
4. Schedule and confirm appointments for legal representatives;
5. Follow up on pending case work and maintain communication with clients via phone, email, or mail regarding missing information and/or documentation necessary for submission of application; and
6. Provide support to the immigration legal team as needed.

Case Management

1. maintains accurate & organized files in databases
2. completes substantive intakes with potential clients; conducts fact investigation & research;
3. manages electronic case filings and docketing court dates & deadlines as they come in;
4. maintains records for grant reporting;
5. assists workers file pro se claims with government agencies and accompanies workers at hearings;
6. supports attorneys with case management and document preparation;
7. serves process & subpoenas;
8. Other duties as needed.

Administrative Support

1. Represent the program in meetings, conferences and/or legislative visits when deemed necessary.
2. Participate in ongoing training and other professional development;
3. Maintain accurate and complete information, including documentation of services in the

case file, and prepare the Legal Services reports.

Qualifications:

- Highly organized with demonstrated success in providing legal support and maintaining and processing client records.
- Experience in office administration and case management.
- Detail-oriented with demonstrated commitment in excellence.
- 1 – 3 years of paralegal experience preferred.
- Able to manage multiple projects and work well both independently, in person and in a remote team.
- Strong understanding of racial and economic justice, how race and power shape systems in our society, and how grassroots organizing works in practice.
- Fluent in Spanish and English Required

Compensation and Location

This is a full-time position with a salary range of \$55,000 to \$58,000 (based on experience) and benefits, including medical and dental insurance, and paid time off.

To Apply:

Email s.hernandez@chicagoworkerscollaborative.org with the subject line “CWC Paralegal Position” and include a cover letter and resume. We will consider applications on a rolling basis.

The Chicago Workers’ Collaborative is an equal opportunity, fair chance, affirmative action employer; committed to building a diverse and inclusive workforce. People of color, women, LGBTQ+ people, people with disabilities, and individuals with past involvement with the legal system are strongly encouraged to apply.