

Job Announcement**PARALEGAL – LEGAL ASSISTANCE FOR VICTIMIZED ADULTS (LAVA) PROJECT**

AGENCY DESCRIPTION: Indiana Legal Services, Inc. (ILS) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, Lilly Endowment and approximately 60 other funding sources.

The LAVA Project is a statewide project funded by a grant from the Indiana Criminal Justice Institute to provide direct legal representation to older adults and disabled adults statewide who are the victim of a crime, including abuse, neglect, or exploitation.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. ***We strongly encourage LGBTQ, Black, Latino, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented to apply.***

LOCATION: This position will serve all Indiana counties served by the LAVA Project. The successful applicant may work at approved location from within the service area or at a nearby ILS office as space availability and location permit. Preference will be given to candidates in the South Bend area.

POSITION: A full-time paralegal position.

JOB SUMMARY: The paralegal will contribute to the LAVA Project by giving support and assistance to attorneys in providing high-quality legal representation and advice to eligible clients. Paralegals also assist with client intake, interviewing applicants and clients, helping with outreach events, and assisting with legal casework as needed.

RESPONSIBILITIES: Among other duties as assigned, the paralegal will:

- Assist LAVA Project staff attorneys in a variety of civil cases
- Draft pleadings and correspondence
- Conduct legal research
- Complete intakes for the LAVA Project
- Provide victim-centered, trauma-informed services to victims of crime throughout Indiana
- Conduct outreach to other agencies to educate them about our available services and to promote referrals for LAVA Project services
- Maintain and cultivate positive relationships with community partners
- Monitor and complete grant reporting requirements
- Work in a team with the LAVA Project staff

QUALIFICATIONS:

- Must be professional and organized, with excellent oral and written communication skills.

- Proficient in Microsoft Word and able to quickly learn new software. Needs to be team-oriented and calm under pressure.
- Excellent case management skills and able to shift focus and priorities without hesitation.
- Experience in providing services to low-income persons and people with diminished capacity is preferred. Diverse economic, social, and cultural experiences are preferred.
- College degree and paralegal certification preferred.
- Available transportation and ability to travel throughout the state as needed to perform job responsibilities throughout the state.

COMPENSATION: Starting salary is \$39,722 with a range up to a maximum of \$52,724, but all ranges are depending on experience levels and the exact starting and maximum salary ranges for social worker positions vary based on social work degree levels. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, a 401k plan, a flex benefit plan, and generous vacation and sick leave.

TO APPLY: Apply online or via email by submitting a letter explaining your interest and experience, your resume, and a list of at least 3 professional references with email addresses and telephone numbers. Applications or questions should be sent to human.resources@ilsi.net.