



## LAWYER

**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](https://www.paycomonline.net).

**Position Type:** This is a Full-time, in-office position with occasional work from home opportunity and requires a 40-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 lawyer will provide comprehensive legal support and representation to our veteran clients. The individual will ensure that each client receives exceptional legal advice and advocacy, aligned with our mission and values. This role requires a deep understanding of the legal needs of veterans and a commitment to upholding ethical and professional standards.

**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.

- **Client Support:** Provide direct legal support to veteran clients in various legal matters.
- **Legal Advice and Counseling:** Offer thorough legal advice and counseling to clients to help them understand their rights and navigate their legal options.
- **Legal Research and Analysis:** Conduct detailed legal research and analysis to support case preparation and client representation.
- **Document Preparation and Review:** Prepare, review, and file legal documents, including contracts, agreements, and settlement documents.
- **Negotiations:** Assist in negotiating contracts, agreements, settlements, and other legal matters on behalf of clients to achieve favorable outcomes.
- **Ethical and Professional Conduct:** Adhere to the highest standards of ethical and professional conduct in all legal activities and interactions.
- **Organizational Expertise:** Maintain a comprehensive understanding of the organization's history, current programs, and services offered to veterans.
- **Mission Alignment:** Consistently uphold and promote the mission and values of Volunteers of America of Illinois in all professional activities.

**Other Duties:** As assigned by supervisor.

**Education and Experience:**

1. Juris Doctor (JD) degree from an accredited law school.
2. Minimum 5 years of experience in legal practice, preferably in a non-profit or social services setting.
3. Demonstrated experience in providing legal support, conducting legal research, analysis, and document preparation.
4. Strong negotiation skills and experience in handling settlements and agreements.
5. Excellent communication and interpersonal skills.
6. Commitment to ethical and professional conduct.

**Compensation and Benefits:** Base Salary Range: \$100,00.00

- 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.**