



VOLUNTEERS OF AMERICA ILLINOIS SERVICE & SUPPORT CLINIC

INTERNSHIP DESCRIPTION

TITLE:	Paralegal Intern, SSVF Program
OFFICE:	Office of the General Counsel
POSITIONS:	4 (minimum of 6 hours per week)
SUPERVISORS:	General Counsel/Paralegal Supervisor
STATUS:	Temporary Part Time - Unpaid Internship

A paralegal intern is an individual enrolled in an ABA-accredited paralegal program. The purpose of this internship position is to assist the paralegal intern in development of job skills, clarify career direction and gain specific skills while completing the degree requirements. Under the direction of the General Counsel and Lead Paralegal, the intern performs a wide variety of paralegal activities in support of attorneys.

Interns will learn and assist on various projects and the preparation of legal documents for cases involving Civil, Criminal and Administrative matters, including areas of Real Estate (housing insecurities, evictions, and landlord/tenant), Federal and State programs, Expungements, Contract Review, Traffic Offenses and DUIs, Civil Litigation, Wills and Trusts, Civil Rights, Family Law, Domestic Violence, and many more.

The paralegal intern position is a temporary unpaid position. This internship description is divided into two main areas: Essential Intern Duties and Intern Functions.

ESSENTIAL INTERN DUTIES:

1. Provide assistance to the Volunteers of America Illinois Service and Support Center and Office of the General Counsel - General Counsel (GC), Staff Attorney(s), Lead Paralegal(s), Support Services for Veteran Families (SSVF) Case Manager(s),

Therapist(s), Veteran Transfer Services Representative (VTS), and other staff. All legal content shall be supervised by an attorney.

2. Duties will generally progress as follows:

Initial Referral for Legal Services:

- Review Case Manager's initial legal referral;
- Initiate contact with new client (intake phone call);
 - What are the client's expectations?
 - What are the merits of the case?
 - Does the client have a history of changing lawyers in reference to this case/matter?
- Evaluate new client's matter to determine the following:
 - Does the client's matter fall within our outlined legal services,
 - Does the client's matter fall within the supervising attorney's licensure,
 - Does the client's matter create a conflict of interest,
- Open a new client's matter in Case Management Software;
- Creating File (Paper and Electronic);

Collect Information:

- Document/Review of client matter facts & evidence?
- Document client's intake.

Case Review:

- Review case/matter with supervising attorney;
- Evaluate potential next steps for case/matter;
- Perform research for case/matter.

INTERN FUNCTION:

1. Independently use time efficiently to prioritize and perform multiple tasks to meet concurrent deadlines and manage large volume of paperwork.
2. Work calmly under pressure and cope with interruptions to meet deadlines.
3. Attention to detail, accuracy, and follow-through.
4. Establish and maintain effective professional relationships within the office as well as with other office departments.
5. Maintain strict confidentiality of case information and materials.
6. Prepare and organize documents to conform to departmental standards.
7. Photocopy, scan, fax, answer telephones, take messages, handle mail, and perform other general office functions, as needed.
8. Perform office functions and special projects as directed.
9. Draft pleadings & create templates.
10. Discovery - prepare for court, request additional discovery reports/surveillance.
11. Assist attorney(s) and paralegal(s) with trial preparation.

QUALIFICATIONS:

- Enrollment in an ABA-approved Paralegal Program.
- Interns are expected to be available a minimum of ten hours per week and to maintain a mutually agreed upon schedule.
- Have no felony convictions ever or a misdemeanor in the last two years. Must be able to pass Criminal Background check.
- Have or willingness to have awareness/sensitivity of tribal culture and traditions.
- Willingness to develop and practice effective and courteous communication, both oral and written.
- Willingness to develop and practice strong organizational skills.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Manual dexterity to operate personal computers and other necessary office equipment.
- Ability to bend, reach, kneel, twist and grip items in assigned work area.
- Ability to lift up to 30 pounds.

VOAIL AND THE OFFICE OF THE GENERAL COUNSEL RESERVES THE RIGHT TO MAKE CHANGES TO THE ABOVE INTERNSHIP DESCRIPTION WHENEVER NECESSARY.

Unpaid Internship

Law Offices of Andrew J. Sosnowski
General Counsel for Volunteers of America Illinois
164 Division Street, Suite 508
Elgin, IL 60120-5531

Please submit cover letter, resume, and [application](#) via email to internships@sosnowskilaw.com.