



## **READI Case Coordinator Job Description**

### Description of Organization

Lawndale Christian Legal Center (“LCLC”) is the only organization in Chicago where lawyers and social services work together to support justice involved youth right in their own neighborhood. Founded in 2010, LCLC’s unique model of community-based holistic legal services serves youth and emerging adults, ages 24 and younger, in the Lawndale area. LCLC integrates criminal defense legal representation with social services such as intensive case management, outreach, mentoring, detention reduction programming, workforce development, and housing. LCLC is the only community-based legal defense organization that serves youth holistically through the termination of their sentence and after their case is over. To provide the holistic care our youth need, we have built grassroots relationships with residents, service providers, and other stakeholders in the community through a local collaboration we initiated called the North Lawndale Community Restorative Justice Hub. Through community-based holistic care, we envision a North Lawndale community where disconnected, street-involved youth are embraced by their families and community, restored from trauma, empowered to lead, and free from the criminal justice system. More information on LCLC can be found at [www.lclc.net](http://www.lclc.net).

### Description of READI Chicago

Heartland Alliance is the lead agency for READI (Rapid Employment and Development Initiative) Chicago, a violence prevention program providing individuals at the highest risk of becoming victims or perpetrators of gun violence with outreach worker support, eighteen months of paid transitional jobs, job coaching, and cognitive behavioral therapy. READI Chicago is operating in the three neighborhoods of Chicago with the highest rates of violence and criminal justice involvement: Austin, North Lawndale, and Englewood. To deliver these services in all three communities, Heartland is partnering with seven community-based organizations on Chicago’s West and South Side: Centers for New Horizons, Cure Violence, Heartland Housing, Institute for Nonviolence Chicago, LCLC, North Lawndale Employment Network, and UCAN. In each community, one agency provides the outreach support and another provides the transitional jobs support while Heartland supports the overall program. READI begins with Outreach Workers engaging individuals at the highest risk of becoming victims or perpetrators of gun violence for the purpose of connecting them to an 18-month wage-subsidized Transitional Job (TJ) and Cognitive Behavioral Therapy (CBT), followed by up to six months of follow-up case management and coaching support. READI participants benefit from care provided by a team that includes Outreach Workers building a mentoring relationship, Work Crew Chiefs supervising transitional job sites, and Job Coaches providing employment support, case management, and Cognitive Behavioral Therapy to process triggers and trauma. The goals of READI Chicago are to: decrease shootings and homicides among those at the highest risk of gun violence; create new opportunities for those same individuals to change their life trajectory and decrease their involvement with the criminal justice system; and help build community infrastructure.

LCLC is hiring three criminal defense lawyers to represent READI participants in Austin, North Lawndale, and Englewood when they are arrested with new cases. The goal is to ensure participants have access to high-quality representation that will increase their chances of completing READI instead of going to jail and suffering the stigmatization of a permanent criminal record. To coordinate this new component of legal care with the social services provided to READI participants across three neighborhoods, train

social services providers in how to work with lawyers, and foster good communication across legal and social staff, LCLC is hiring a full-time Case Coordinator to manage integrated legal and social care for READI participants with pending cases.

#### Job Description

Lawndale Christian Legal Center and READI Chicago seek an energetic and team-oriented Case Coordinator to coordinate social and legal services for emerging adults in the Lawndale, Austin, and Englewood neighborhoods.

The Case Coordinator, employed by LCLC, will coordinate services for READI Chicago participants that come into contact with the police and/or criminal court system in North Lawndale, Austin, and Englewood. The Case Coordinator works with LCLC attorneys and READI Outreach Workers, Job Coaches, and Work Crew Chiefs at the seven different agencies across Chicago to coordinate the care and communication needed to successfully deliver LCLC's model of community-based holistic legal services for READI participants. The Case Coordinator will help develop policies and practices that foster collaboration, communication, and teamwork to prevent agencies and individuals from working in silos. The Case Coordinator will also work with LCLC staff to train READI partners and staff in LCLC's model of holistic legal services, including how to coordinate their care with lawyers, support participants going through the criminal justice system, and identify benchmarks related to court compliance, treatment, and other goals as appropriate. The Case Coordinator serves as a resource to both the lawyers and social service providers serving READI participants with pending cases throughout the life of their case.

#### Responsibilities include:

- Work closely with LCLC lawyers and READI staff to coordinate care, encourage teamwork, and facilitate individualized intervention plans that support READI participants involved in the criminal justice system
- Coordinate and facilitate training of READI staff and partnering organizations in LCLC's coordinated care model of community-based holistic legal services
- Develop policies and practices that promote healthy communication, teamwork, interdisciplinary staffing, and collaboration across READI service providers
- Work hand-in-hand with READI staff to support participants' success in READI Chicago and the Court
- Assist READI staff in drafting necessary documents, letters of support, reports for court, and other case support identified by the legal team
- Arrange for READI staff to appear in court to support READI participants as needed
- Provide direction to READI staff on collection of documents (e.g., school, mental health, employment and housing records).
- Collect data, write stories, and submit written reports to Heartland regarding the delivery of holistic legal services by LCLC
- Work with LCLC's Litigation Director to determine the appropriate caseload of READI participants for a Case Coordinator
- Attend meetings in the community, clients' home, the criminal court buildings, police stations, and the Cook County jail

#### Qualifications and Requirements:

- Bachelor's degree

- At least 3 years of experience in serving individuals involved in the criminal justice or other legal system
- Valid driver's license, vehicle, and insurance for attending meetings and transporting clients
- Demonstrated organizational and writing skills
- Strong interpersonal and communication skills
- Self-starter passionate about supporting underserved and high risk individuals
- Preference for those trained in restorative justice peace circles, trauma informed care, and motivational interviewing
- Passion for social justice, particularly as related to the criminal justice system
- Ability to work in teams and independently
- Ability to work effectively with a diverse staff, clients, and community partners
- Experience working with lawyers and/or criminal court system
- Management or leadership experience
- Willingness to work weekends and evenings as necessary
- Individuals from, or with connections to, North Lawndale, Austin, or Englewood will be given special consideration
- Willingness to live in North Lawndale, Austin, or Englewood preferred
- Minorities encouraged to apply

Application: Please submit a cover letter, resume, and a list of references to: Cathryn Crawford, Litigation Director, at [ccrawford@lclc.net](mailto:ccrawford@lclc.net). Include position title in email subject.