



## **Job Description: Housing Unit Paralegal**

<b>NATURE OF WORK</b>	The housing unit preserves affordable housing for low income individuals through tenant representation in eviction proceedings and collaboration with community-based organizations. Working in a fast-paced environment under attorney supervision, paralegals complete casework and outreach.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>▪ Effectively and consistently handle a high-volume caseload;</li><li>▪ Respond to requests for emergency legal assistance from eligible individuals or groups;</li><li>▪ Gather information from applicants and clients, review documents, and identify and investigate factual allegations and defenses;</li><li>▪ Perform legal research and analysis, summarizing and applying pertinent provisions of statutes, regulations, and case law;</li><li>▪ Ensure correct and complete data entry into case management systems;</li><li>▪ Assist clients to apply for rental arrears assistance;</li><li>▪ Maintain familiarity with systems and organizations serving low income tenants;</li><li>▪ Develop, maintain, and facilitate specific training and materials relating to the work of the unit;</li><li>▪ Assist in special projects or administrative tasks that maintain or enhance effective operation of CLS or the Housing Unit.</li></ul>
<b>QUALIFICATIONS</b>	Excellent communication and organization skills required. Must have experience working with low income or otherwise vulnerable populations. Housing and/or public benefits advocacy experience, bilingual ability, and Microsoft Office proficiency strongly preferred.