



309 Cooper St., Suite 502

Ottawa ON K2P 0G5

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Housing Paralegal

Full-time permanent position

Housing Help / Aide Logement is a non-profit agency that assists families and individuals who are at risk of homelessness to access and retain appropriate, affordable housing. The agency is seeking a licensed paralegal to provide direct service to clients in the area of housing law with a focus on tenants' rights.

Main functions (but not limited to)

- preparing and appropriately maintaining client files;
- interviewing clients, investigating facts and conducting research;
- providing legal advice to clients in relation to housing matters;
- preparing all necessary documents and correspondence;
- using the organization's case management software system for proper file management
- negotiating on clients' behalf;
- preparing and representing clients before the landlord tenant board;
- maintaining contact with clients to keep them informed and updated;
- referring clients appropriately to social service agencies, community organizations, Legal Aid Ontario and other services;
- Act as a resource for legal information to other staff members
- keeping appropriate written records of interactions with clients;
- prioritizing cases to ensure appropriate service for clients;
- working with community partner agencies and groups to provide services to clients;
- organizing and participating in public legal education events;
- soliciting advice on files as necessary;
- working in accordance with his or her supervision plan and policies of Housing Help
- Assist in the preparation of tenant applications to the Landlord Tenant Board
- participates in internal and external training seminars;
- participating in team and supervision meetings

Qualifications:

- Licensed paralegal member in good standing with the Law Society of Upper Canada
- Housing law experience (minimum two years preferred)
- Experience working with multicultural populations and disadvantaged groups
- Excellent communication skills
- Familiarity with issues related to poverty and homelessness
- Knowledge of the Residential Tenancies Act and Co-operative Housing
- Capacity to work in French is an asset, as is fluency in other languages

Hours of work are Monday to Friday 8:00-4:00 (35 hours a week)
Plus, paid vacation and sick leave and a generous benefits package

Please submit application by email to Shea@housinghelp.on.ca no phone calls please.