



Lawyers' Committee for Better Housing

Job Title: Intake Specialist

Position Type: Full time, Grant funded

Lawyers' Committee for Better Housing (LCBH): Our mission is to provide free legal and supportive services to improve housing stability for lower income renters while advocating for the rights of all renters until everyone in Chicago has a safe, decent, and affordable place to call home. For 40 years, LCBH has been Chicago's only legal aid agency that advocates solely for renters. LCBH focuses its representation on serving low-income and working-class renters living in the private rental market. LCBH attorneys assist renters and tenant unions defending against eviction, fighting for improved housing conditions, and asserting tenants' rights in foreclosure units and buildings. LCBH attorneys work in collaboration with a social worker on staff to holistically address both the immediate housing crisis and its underlying causes.

Position Announcement: The Intake Specialist will oversee the Eviction Diversion Program housed at the Daley Center courthouse. The goal of the program is to provide a resource to the courts, tenants, and landlords through the use of the state homeless prevention funds. The Intake Specialist will conduct screenings to determine eligibility for the program; assessment interviews to determine other needs, including referrals to legal services; and coordinate qualifying households' applications to partner agencies. The Intake Specialist will be the face of the program in the courthouse and in the community. This position is supervised by the Supportive Services Director.

Duties

- Maintenance of the Eviction Diversion Program data and intake
- Intensive case management working with partner agencies
- Presenting at community-based organizations
- Participating in team meetings at LCBH, Catholic Charities, and in the courthouse
- Acting as Task Supervisor assisting Supportive Services Director with intern projects
- This is primarily an office-based position run out of the Daley Center room 1303 with an occasional need to attend meetings at our 33 N. LaSalle location.

Qualifications

- Commitment to tenants' advocacy and housing rights.
- Ability to manage a complex set of stakeholders. The program is a dynamic one that calls for an ability to engage multiple sources with differing needs.
- Excellent oral, written, and communication/presentation skills
- An interest in housing rights and tenant advocacy



Lawyers' Committee for Better Housing

Qualifications (cont.)

- Strong organizational skills
- BSW preferred
- Spanish-speaking is a plus

Compensation and benefits: Compensation is based on a public interest salary scale and is commensurate with experience. LCBH offers a benefits package that includes medical, dental/vision, 401k retirement plan, and other pre-tax benefits. We also provide generous paid time off including holiday, vacation, personal and sick leave.

Application Process: To apply please send your resume and a thoughtful cover letter to jobs@lcbh.org. Please include "Intake Specialist" in the subject line. Applications will be reviewed on a rolling basis.

LCBH is a 501(c)(3) organization and does not receive funding from the Legal Services Corporation. **We are an Equal Opportunity Employer and encourage people of color, women, people with disabilities, older people, LGBTQ, and people from other underrepresented groups to apply.**