



Lawyers' Committee
for Better Housing

BI-LINGUAL (SPANISH) INTAKE COORDINATOR

Position Type

Full-time, non-exempt

About LCBH

Lawyers' Committee for Better Housing's 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 over 40 years LCBH has served Chicago renters who are facing unjust evictions or living in substandard housing. Using a fundamentally different approach to prevent homelessness, LCBH intervenes before renters are forced out of their homes and holistically addresses the short-term housing crisis and its underlying causes by combining legal aid with social services.

Job Description

The Intake Coordinator will manage the initial contacts with clients seeking legal advice and representation through our phone line, rentervention.com electronic intake system, and referrals from other agencies; screen applicants for appropriateness for assistance; and conduct intake interviews. Intake Coordinator may be assigned other paralegal responsibilities or interpretation/translation responsibilities as needed.

Remote Work During COVID-19 Pandemic

LCBH offices are currently closed and staff are working remotely in order to maintain social distancing during the pandemic. Currently the court is generally only scheduling remote Zoom hearings. LCBH will provide laptops for staff. Staff will need internet connections.

Job Duties

- Return telephone calls and other requests for service;
- Coordinate with referral resources;
- Screen inquiries, refer those we cannot assist to appropriate resources, schedule intakes for qualified applicants;
- Conduct intakes for potential client; gather, record, and verify necessary information related to applicant's situation;
- Input client data into Legal Server client data management program;
- Perform interpretation and translation service as necessary; and
- Perform administrative and clerical tasks as necessary.

Qualifications Include:

- **Bi-lingual in Spanish required.**
- Experience as intake specialist, paralegal, or comparable experience
- Unwavering commitment to confidentiality of client information
- Affinity for legal aid work and commitment to racial justice
- Commitment to client-focused interviewing



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- Time management skills, ability to work independently, and ability to juggle various demands
- Experience with Legal Server and MS programs, preferred
- Stable access to internet for remote work

Compensation and Benefits

Compensation is commensurate with experience. LCBH offers a benefits package that includes medical, dental/vision, 401k retirement plan, and other pre-tax benefits.

Application Process

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

Equal Opportunity Employer

We strongly encourage applications from people of color, immigrants, women, older people, persons living with disabilities, members of the LGBTQ community, people with lived experience of poverty and/or racism, and people from underrepresented and historically marginalized groups.