

JOB POSTING

Paralegal

About LCBH

Law Center for Better Housing brings diverse voices and perspectives to providing free legal and supportive services to modest income renters, while advocating for the rights of all renters, until everyone in Chicago and Cook County has a safe, decent, and affordable place to call home. For 45 years, LCBH has served renters who are facing unjust evictions or living in substandard housing. Through its analysis of eviction data, LCBH recognizes that eviction is a matter of fair housing and works to ensure access to justice in eviction court.

Job Description

The Paralegal team supports attorney work and manages the client intake process.

Hybrid Work

LCBH operates in a hybrid work environment. Staff may work remotely or from our Chicago Loop office. The Paralegal position is expected to work in the office at least one day per week; additional days may be necessary. Other occasional in-person attendance may be required. Applicants planning to relocate to Chicago soon are welcome to apply. Reliable internet is required for remote work, and LCBH provides a monthly remote work stipend.

Essential Responsibilities & Duties Include

- Maintaining precise data entry of case information and activity in case management system.
- Performing administrative and clerical tasks as necessary for attorneys, some of which may require in office presence.
- Screening high volume calls for intake eligibility and providing relevant referrals and/or legal information to callers' situations.
- Responding to inquiries via the Help Desk.
- Conducting intake interviews by phone; special circumstances may require office interviews. Includes: gathering, recording, and verifying necessary information regarding tenants' situations to prepare summaries for presentation at case acceptance meetings with the legal team.
- Knowledge of eviction process, Chicago Residential Landlord Tenant Ordinance, and Foreclosure process.
- Filing and processing court documents.
- Communicating case decisions to applicants.
- Participating in community outreach projects.
- Attending and participating in department and staff meetings.
- Assisting in client programs as needed.

Qualifications include:

- Demonstrate commitment to civic and racial justice and affinity for legal aid work.
- Candidates bilingual in Spanish, Polish, Korean, Russian, Arabic, Mandarin Chinese, or ASL are preferred.
- Experience as a paralegal, intake specialist or comparable experience.
- Unwavering commitment to confidentiality of client information.
- Excellent communication skills (verbal and written). Ability to communicate effectively and work as a team.
- Demonstrate courtesy, patience and good judgment under pressure.
- Client focused interviewing.
- Excellent organization skills and ability to prioritize tasks and work efficiently.
- Attention to detail and high focus on quality work.
- Good computer skills and ability to learn a variety of applications. Experience with Microsoft Programs and case management systems preferred.

Compensation and Benefits

Compensation will be in the range of \$48,000 to \$55,000, commensurate with experience. LCBH offers a benefits package that includes medical, dental/vision, 401k retirement plan with LCBH contribution, and approximately 19 paid holidays.

Application Process

To apply please send your resume and a thoughtful cover letter to jobs@lcbh.org. Please include "Paralegal" in the subject line. We will review applications on a rolling basis.

Affirmatively Furthering Equal Employment

LCBH is committed to building a diverse, equitable, and inclusive organization and finding the best candidate for the job. We would strongly encourage interested individuals to apply, even if they do not believe they meet every one of the qualifications described above.