COVID-19 EVICTION DEFENSE (CED) PILOT – CED PARALEGAL (MULTIPLE)
JOB POSTING

Position Type
Full-time, non-exempt, temporary. LCBH has received one-time funding to provide legal representation to Chicago renters facing eviction as a result of the COVID-19 pandemic. Positions start in August and, unless additional funding is made available, will end on December 31, 2020. Interested candidates are strongly encouraged to submit their application materials promptly, as we anticipate the hiring process for these positions will move quickly.

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 exclusively served Chicago renters living in private (non-subsidized) rental housing 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 and public policy initiatives.

Job Description
While evictions are temporarily limited by local, state, and federal moratoria, starting in August we anticipate an avalanche of evictions will hit Chicago renters whose low-paying jobs were cut during the pandemic. COVID-19 Eviction Defense (CED) Pilot CED Paralegals will support attorneys representing renters in eviction court. The goal of the CED is to prevent Chicago renters from having to move as a result of a destabilizing impact from COVID-19 by providing legal representation in eviction court and leveraging access to emergency rental assistance, LCBH’s supportive services, and other external resources.

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. LCBH has taken steps to adapt its service delivery model, including using our triage app Rentervention.com to replace in-person client intake. We continue to monitor court administrative orders to determine when staff may have to return to court in-person to represent clients. Currently the court is generally only scheduling remote Zoom hearings.

Duties
• Perform administrative and clerical tasks as necessary for COVID-19 Eviction Defense (CED) Pilot
• Maintain data entry of CED scheduled court date, case correspondence, filings, communications with CED clients and provide notifications to appropriate attorneys and staff
• Ensure that CED client files are properly opened and closed in case management database
• Perform client communications as needed; communicate with opposing counsel as requested
• Perform research, utilizing public and proprietary resources
• Procure and/or deliver files and documents from the Circuit Clerk’s office and other public offices
• E-File pleadings and motions with the Circuit Court of Cook County
• Communicate case review decisions to applicants and where appropriate make proper referrals
• Conduct intakes for potential clients: gather, record, and verify necessary information related to applicant’s situation; prepare summary for presentation at case review meetings with the CED team
• Screen inquiries, refer those we cannot assist to appropriate resources, schedule intakes for qualified applicants
• Other duties may be assigned

Qualifications include
• Paralegal certificate preferred
• Minimum of two years’ experience as a paralegal, or comparable experience
• Excellent time management skills
• Must be very organized, collaborative, and be skilled at working with a variety of stakeholders
• Ability to balance team and individual responsibilities
• Experience with Microsoft Excel, Word, Outlook
• Spanish-speaking is a plus
• Must be able to work remotely with a stable internet connection
• Affinity for legal aid work and commitment to racial justice

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 “CED Paralegal” 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.