



## Paralegal

### About LCBH

Law Center for Better Housing brings diverse voices and perspectives to the provision of 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 living in private rental housing 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 bring racial justice to eviction court.

### Job Description

LCBH Is looking to hire a paralegal that is bilingual in Spanish to support attorney work and client intake. This is a full-time, exempt position.

### Remote Work

LCBH staff are still largely working remotely, however, some in-person attendance is required on occasion. This position will begin remotely, but all staff will be expected to reside in the Chicago area eventually. Staff will need at home internet connections.

### Duties include

- Maintaining precise data entry of case Information and activity in case management system.
- Performing administrative and clerical tasks as necessary for attorneys using various online platforms.
- Screening high volume calls for intake eligibility, and providing relevant referrals and/or legal Information to callers' situations.
- Performing Intake Interviews by phone; some office interviews may be necessary. 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.
- Participate in community outreach projects.
- Attending and participating in department and staff meetings.
- Assisting in client programs as needed.

### Qualifications include

- Demonstrated commitment to racial justice and affinity for legal aid work.
- Fluent in Spanish.
- Experience as Intake specialist, paralegal or comparable experience.
- Unwavering commitment to confidentiality of client information.
- Client focus interviewing.
- Excellent organizational skills, Time management, ability to work independently, attention to detail, and ability to juggle various demands.
- Experience with Microsoft Programs and case management systems preferred.

### Compensation and Benefits

Compensation is commensurate with experience. Starting salary in the range of \$41,000 to \$44,000. Bilingual paralegals are eligible for additional salary. 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](mailto:jobs@lcbh.org). Please include "Paralegal" in the subject.

### Affirmatively Furthering Equal Employment

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