



1335 Carling Ave. Suite #214 Ottawa, ON K1Z 8N8

Tel: (613) 563-4532
Fax: (613) 563-8019

E-Mail: Shea@housinghelp.on.ca

Housing Paralegal

Full-time permanent position

Housing Help / Aide Logement is a non-profit agency that assists families and individuals who are at risk of homelessness to access and retain appropriate, affordable housing. The agency is seeking a licensed paralegal to provide direct service to clients in the area of housing law with a focus on tenants' rights.

Main functions (but not limited to)

- Preparing and appropriately maintaining client files;
- Interviewing clients, investigating facts and conducting research;
- Providing legal advice to clients in relation to housing matters;
- Preparing all necessary documents and correspondence;
- Using the organization's case management software system for proper file management
- Negotiating on clients' behalf;
- Preparing and representing clients before the landlord tenant board;
- Maintaining contact with clients to keep them informed and updated;
- Referring clients appropriately to social service agencies, community organizations, Legal Aid Ontario and other services;
- Act as a resource for legal information to other staff members
- Keeping appropriate written records of interactions with clients;
- Prioritizing cases to ensure appropriate service for clients;
- Working with community partner agencies and groups to provide services to clients;
- Organizing and participating in public legal education events;
- Soliciting advice on files as necessary;
- Working in accordance with his or her supervision plan and policies of Housing Help
- Assist in the preparation of tenant applications to the Landlord Tenant Board
- Participates in internal and external training seminars;
- Participating in team and supervision meetings

Qualifications:

- Licensed paralegal member in good standing with the Law Society of Upper Canada
- Housing law experience (minimum two years preferred)
- Experience working with multicultural populations and disadvantaged groups
- Excellent communication skills
- Familiarity with issues related to poverty and homelessness
- Knowledge of the Residential Tenancies Act and Co-operative Housing



- Capacity to work in French is an asset, as is fluency in other languages
- Salary \$68,850
- Hours of work are Monday to Friday 8:00-4:00 (35 hours a week)
- Plus generous paid vacation and sick leave and benefits package
- Matching RRSP contributions up to 5% of annual salary
- Necessary insurance and annual Paralegal Licensing fee paid for by Housing Help
- Free parking on site
- Hybrid work schedule

Please submit application by email to Shea@housinghelp.on.ca