

JOB ANNOUNCEMENT
Paralegal / Senior Paralegal
Lawyers Preventing & Ending Homelessness Project
(Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm in the Skid Row neighborhood of Downtown Los Angeles. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people experiencing homelessness, people living with HIV/AIDS, people with disabilities, and homeless veterans.

Position Description: ICLC seeks a talented full-time Paralegal / Senior Paralegal for our Lawyers Preventing and Ending Homelessness Project. The project is focused on providing clients who are homeless or at risk for homelessness with a broad range of legal assistance that removes barriers to getting and staying housed. The team's client community is made up of highly vulnerable individuals including people living with physical and mental disabilities, and people living with HIV. The Paralegal will work closely with clients who are living with HIV and our partner organizations and will bring a whatever-it-takes approach to ending and preventing homelessness. Strategies include maximizing income through government benefits and increased employability; consumer law; limited immigration assistance; eviction defense; record expungement; citation defense; credit improvement; debt reduction; and preserving and obtaining housing subsidies. This whatever-it-takes effort to prevent and end homelessness is the first time that comprehensive legal services will be fully integrated into the Coordinated Entry System.

Responsibilities: The Paralegal will work under the supervision of attorneys and will play a key role in advocating for our clients. Essential duties and responsibilities include: managing deadlines and discovery for unlawful detainer cases; drafting, reviewing, editing and preparing pleadings in a variety of cases; briefs, correspondence, and discovery requests and responses; completing legal forms; maintaining case files and documents; filing documents with the courts; screening and interviewing clients; preparing letters to clients; reviewing documents to identify and assess various legal issues; performing legal research; assisting with administrative and clerical duties such as communicating with clients, calendaring, copying and filing and opening digital case files. Other duties may be assigned.

Hiring Criteria: Commitment to ICLC's mission and values. Excellent communication, writing, and organizational skills. Ability to interact with a wide range of clients utilizing client-centered advocacy and trauma-informed frameworks. Demonstrate an understanding of the legal barriers confronting people experiencing homelessness and appreciation for the vital role social workers and other non-lawyers play in addressing their needs. Ability to assume responsibility quickly and work independently and as part of a team. Ability to use good judgment, multitask, and meet deadlines. Skilled at using Word, Excel, and PowerPoint. Familiarity with using databases and data entry. Access to reliable transportation. Certification as a Paralegal or a Bachelor's degree is required.

Compensation: Hourly compensation Range: \$24.04 - \$37.45, commensurate with qualifications and experience. Excellent benefits.

How to Apply: Cover letters and resumes are reviewed upon receipt and applications will be accepted until the position is filled. To apply, please upload your resume and a cover letter detailing interest in the position directly at www.innecitylaw.org/join-our-team.

Inner City Law Center is committed to having a diverse staff and an equitable and inclusive workplace. To read our full DEI Statement, please click [here](#).

All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

To keep our staff and clients safe, ICLC requires all staff to be full vaccinated against COVID-19.