

# COMMUNITY LEGAL WORKER/PARALEGAL

## Landlord and Tenant/Housing Law

SCLS is a non-profit community based legal clinic funded by Legal Aid Ontario. We provide clinic law services to low income individuals in a culturally diverse community. Our work includes individual case work, public legal education, law reform, and community development activities mainly in the areas of tenants' rights, income maintenance law, immigration law, and workers' rights.

We are looking for an enthusiastic community legal worker to join our housing law team.

### Duties and Responsibilities

#### *Casework*

- Provide summary advice, brief services, and casework in all aspects of residential tenancy matters, particularly those related to tenant applications at the LTB
- Collaborate with the L & T team on the management and conduct of cases through informal discussions and/or formal case conferences
- Provide summary advice, brief services, and casework in other areas of law as might be required

#### *Law Reform & Community Organizing*

- Support law reform and community organizing initiatives on housing issues in collaboration with the Executive Director and the housing team
- Represent the clinic to community groups by providing resources and expertise in housing issues

#### *Public Legal Education ("PLE")*

- Speak to community agencies and community members on housing issues, clinic services, and other topics within expertise
- Write, edit, and review clinic produced PLE materials on housing issues

#### *Research*

- Conduct legal research on case files and for the purpose of collaborating with the L & T team
- Monitor policy changes, government initiatives, research studies, reports etc. on housing related matters that have an impact on, and implications for, our client community

### Qualifications and Experience

- You must be a paralegal with 2 to 5 years' experience in good standing of the Law Society of Ontario.
- You have a sound knowledge of the legislative scheme governing housing in Ontario, including the *Residential Tenancies Act*, *Housing Services Act* and the *Human Rights Code*.
- You have experience appearing before administrative tribunals or Small Claims Court. Experience at the Landlord and Tenant Board is a strong asset.
- You have strong advocacy skills, the ability to evaluate legal issues and exercise sound judgment.
- You have a demonstrated commitment to social justice and working for positive social change on issues that affect low-income individuals and groups, particularly in the area of housing.

- You have the strong communication and interpersonal skills that are needed to address the needs of people from a variety of social and cultural backgrounds.
- You have a collaborative work approach and the ability to work well in a team-based environment.
- Knowledge in other areas of clinic law and the ability to speak a second language are assets.

### **Terms of Employment**

This is a permanent full-time position and is part of OPSEU's bargaining unit. The salary range is \$65,000 - \$70,000. The compensation package includes a comprehensive health and dental benefits package and membership in DBPlus CAAT pension plan.

We have a Remote Work Policy that permits a hybrid work arrangement for this position after completion of a six month probationary period.

### **How to Apply**

All applicants are asked to submit the following documents in PDF format through this link:

[https://scls.factorialhr.com/job\\_posting/255474](https://scls.factorialhr.com/job_posting/255474)

- a cover letter
- resume,
- contact information for two references

**The deadline for internal applications is July 20, 2025. Applications will be reviewed on a rolling basis.**

### **Additional Information**

We thank all applicants for their interest however only those selected for an interview will be contacted.

SCLS welcomes applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. Lived experience and intersectional identities are merit factors for hiring for this position. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Occupational Health and Safety Act*, and all other applicable legislation. We will provide accommodation during the hiring process upon request. Information received relating to accommodation measures will be addressed confidentially.

We encourage candidates to learn more about the land on which we live and the nations who have been the stewards of this place since time immemorial, including the Mississaugas of the Credit First Nation and the Chippewa, the Wendat, and the Haudenosaunee Confederacy. Please see [scarboroughcommunitylegal.ca/thisland](https://scarboroughcommunitylegal.ca/thisland) for more from which to learn.