



Tenant Rights Legal Advocate Position (full-time position available immediately)

Job Overview:

SeniorLAW Center seeks experienced candidates to join its team of public interest attorneys and advocates. We seek a full-time (40 hours/week) legal advocate with at least two (2) years of experience as a housing counselor, clinical social worker or paralegal. Reporting to the Tenant Rights attorneys, the Tenant Rights Legal Advocate is responsible for assisting and advocating on behalf of older tenants who are facing housing instability or homelessness.

The candidate should possess an interest in and ability to work with older people and sensitivity to older people of different backgrounds. The candidate must possess good interpersonal and organizational skills, excellent organizational and database skills, ability to work as part of a team and to meet deadlines, and good advocacy and public speaking skills. Preference will be given to those demonstrating a passion for assisting vulnerable individuals and pursuing justice.

RESPONSIBILITIES INCLUDE:

Legal Advocacy

1. Under guidance and supervision of the Project Coordinator and Legal Director, provide advocacy and referrals to SeniorLAW Center clients, with the primary focus on tenants facing housing instability and homelessness
2. Review eviction notices, complaints, and other legal forms with clients at intake
3. Counsel clients regarding housing or emergency shelter and other resources
4. Assist clients with housing search
5. Assist clients with administrative hearings
6. Provide support to attorneys at court as assigned, including for Lawyer of the Day
7. Assist in preparing case files for trial
8. Draft and mail letters to clients
9. Maintain case files and database
10. Review cases with Tenant Rights attorneys
11. Provide support for telephone intake as assigned

12. Represent SeniorLAW Center on professional committees/coalitions as needed
13. Help conduct intake and review documentation for the SeniorLAW Center staff attorney covering the Lawyer of the Day program at court

Outreach/Community Relations

1. Visit senior, family and community centers and other outreach sites to present community education and professional training workshops as scheduled
2. Aid in development of legal outreach, community education and pro-se materials as needed
3. Administrative Responsibilities
4. Maintain records
5. Enter data into computer databases
6. Provide support to other colleagues as needed
7. Participate in scheduled staff and other meetings

Additional Responsibilities

1. Participate in staff and team meetings, organizational events and other initiatives
2. Assist with reporting, data collection and funding proposals
3. Represent SeniorLAW Center at committee and coalition meetings, community events and other occurrences as needed
4. Participate in SeniorLAW Center's culture of philanthropy

QUALIFICATIONS:

- B.A. or B.S. OR PARALEGAL CERTIFICATE.
- At least two (2) years of experience as a paralegal, housing counselor, or clinical social worker
- Excellent writing, organizational, interpersonal and presentation skills
- Interest and ability to work with older people and persons of different backgrounds

This is a full-time exempt position. Salary range: \$44,000-\$48,000, dependent upon experience. Excellent benefits, including fully paid health and dental for employee, long- and short-term disability, 401k, flexible spending plan, sabbatical plan, and generous holidays and Paid Time Off, with a total value of approximately \$20,000. SeniorLAW Center has a Mandatory COVID-19 Vaccination Policy for all staff and volunteers.

All applications should include cover letter, resume and at least three (3) professional references.

Please apply by email to attention of Dana N. Goldberg, Esq., Legal Director, at employment@seniorlawcenter.org. No phone calls please.

SeniorLAW Center is an equal opportunity employer, that values and seeks diversity and inclusion in all aspects of its work. Persons from diverse backgrounds and orientations are encouraged to apply.