

LEGAL AID SOCIETY OF GREATER CINCINNATI

March, 2023

HOUSING ADVOCATE, FULL-TIME

The Legal Aid Society's mission is to solve the serious legal problems of low-income people in our community, to promote economic and family stability, and to reduce poverty through effective legal assistance. Legal Aid attorneys, advocates, and support staff provide direct and impactful assistance to the most vulnerable in our community facing legal crises such as eviction, domestic violence, abuse and neglect, loss of benefits, immigration problems, foreclosure, education issues and more.

Legal Aid provides a full range of legal services to our client community. We represent clients in civil legal cases, as well as carry out advocacy for low-income groups. We participate with social services agencies, medical providers and others to improve programs affecting low-income people. Legal Aid provides legal assistance to our vulnerable neighbors in Hamilton, Butler, Clermont, Warren, Brown, Clinton, and Highland counties.

We seek to hire a full-time Housing Advocate who will work with Legal Aid attorneys and community partners such as Community Action Agency to help families prevent the loss of housing as a result of eviction, foreclosure, or unsafe housing conditions. The focus of the position is to help families and individuals maintain affordable rental housing, prevent eviction and foreclosure, and address unsafe housing conditions.

Activities include in person and phone interviews, working with attorneys to defend tenants in eviction cases, accurate record keeping, occasional travel to evening or weekend tenant and community meetings, as well as daytime visits to tenants to photograph conditions problems.

Legal Aid has a total staff of about 95, including attorneys, specialized advocates, and administrative, technology, and development staff based in two offices (downtown Cincinnati, and downtown Hamilton, Ohio). This position is located in the Cincinnati office.

QUALIFICATIONS

The minimum education requirement is a Bachelor's degree. Preference will be given for prior experience working with low-income families, and dedication to promoting social justice. In addition, the successful candidate will have:

- Excellent oral and written communication skills
- The ability to understand federal and state law and regulations
- The demonstrated ability to handle multiple projects and meet deadlines
- Excellent organizational skills
- Computer literacy and competency
- Reliable transportation
- Fluency in Spanish or another foreign language is a plus.

BENEFITS AND SALARY

The Legal Aid Society offers a competitive salary starting at \$18/hour + depending on experience, excellent benefits, generous PTO and a professional office work environment.

APPLICATION PROCESS

Applicants should submit all listed items via email to staffing@lascinti.org with subject line *Housing Advocate Hiring Committee – LAS058-23*:

- A brief cover letter explaining the reasons for their interest in the position,
- A resume, and
- The contact information for at least two professional references.

The Legal Aid Society is an Equal Opportunity Employer. The Legal Aid Society offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation.