



Job Opportunity

TENANT DUTY COUNSEL POSITION

Job Title: Tenant Duty Counsel

Assignment: One 10 month contract position (potential for renewal)

Location: Hybrid (remote plus in office Kitchener, Ontario)

Reports to: Executive Director

Primary Function: Provide summary legal services to tenants appearing before the Landlord and Tenant Board (LTB) via videoconference, working remotely and/or in person.

Main Duties of the Job:

- Provide summary legal services to tenants, including legal advice and information, assistance with negotiation and mediation, document preparation, referrals and limited representation before the LTB.
- Participate in regular training sessions for Tenant Duty Counsel across the province
- Provide public legal education sessions on housing topics
- Preparation of statistical and other reports as required
- Other related duties as assigned

Required Skills & Experience:

- Law Society of Ontario membership (Paralegal or Lawyer designation only) in good standing.
- Experience before administrative tribunals, preferably including experience before the Landlord and Tenant Board.
- Knowledge of administrative law and familiarity with residential landlord/tenant law and practice.

- Appreciation of the range of and complexity of legal issues potentially facing low-income tenants in Ontario.
- Experience with and a preference for a teamwork approach to projects.
- Demonstrated commitment to social justice.
- Strong interpersonal skills.
- Ability to multi-task and work in a fast-paced environment.
- Strong oral and written communications skills, including interviewing and oral advocacy skills.
- Computer literacy.

Assets:

Legal clinic or student legal aid experience; experience working for a non-profit organization.

Salary: \$ 70,000.00 to \$75,000.00 annually pro-rated depending on experience plus opportunity to participate in benefits program.

Applications must include a cover letter, a resume, and at least two (2) references and must be received **no later than 5:00 p.m. on Friday May 3, 2024.**

Candidates must submit their application by e-mail to the attention of:

Lynn Kubis, Office Manager

Waterloo Region Community Legal Services

450 Frederick Street, Unit 101

Kitchener, Ontario N2H 2P5

Email: lynn.kubis@wrcls.clcj.ca

Only those candidates selected for an interview will be notified. No phone calls please.

Waterloo Region Community Legal Services is committed to establishing and maintaining a diverse and inclusive workplace and encourages applications from equity-seeking groups, including but not limited to individuals who are of Indigenous descent, individuals who identify as LGBT2SQ+, persons with disabilities, members of racialized communities, people of diverse faiths and creeds, and women.