

THE LEGAL AID SOCIETY

Job Title

Civil Practice Paralegal Supervisor - Housing

Job Description

The Legal Aid Society's Civil Practice is seeking Paralegal Supervisors for our Housing Units. The Paralegal Supervisor shares responsibility with other members of the borough supervisory team for the oversight of the Housing Practice. The Paralegal Supervisor will be expected to take the lead in managing housing intake, coordinating work with the Grants and Contracts team, and developing new protocols and strategies to respond to changing needs for paralegal support and case handling in our Housing Practice. The priorities will vary by borough and team.

ESSENTIAL DUTIES/RESPONSIBILITIES

- * Ensure accountability and maintenance of practice standards
- * Develop and implement intake procedures and policies
- * Oversee and ensure collection and reporting of data for various housing grants
- * Create and support new approaches to meeting staff and client needs
- * Provide emergency office and case coverage
- * Participate in supervisory and management meetings
- * Identify and create opportunities for staff development
- * Initiate and coordinate special projects
- * Provide in-service training and case consultation
- * Conduct case reviews and performance evaluations
- * Participate in staffing and personnel decisions
- * Represent the Practice at external meetings and conferences
- * Other duties as assigned

Requirements

- * Bachelor's degree in a relevant field
- * Prior paralegal or related experience
- * Knowledge of NYC housing law, substantive housing experience, and experience working with rent arrears grants
- * Demonstrated skills in advocacy, mediation, and interviewing
- * Supervisory experience (may include supervision of staff, volunteers, or students)
- * Ability to work in a team setting
- * Excellent data management skills
- * Computer, Excel, and LawManager (or equivalent database) proficiency
- * Excellent interpersonal, decision making, and advocacy skills
- * Prior work history with Civil Practice a plus

REQUIRED DOCUMENTS:

- *Resume
- *Cover Letter

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OUR COMMITMENT TO DIVERSITY AND INCLUSION

The leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

HOW TO APPLY

You must apply online at the [LAS RECRUITMENT PORTAL](#). The legal aid society is reducing its carbon footprint and therefore paper applications are not accepted. Only pdf documents will be accepted. If your document is not a pdf, your application will not be processed. Applications submitted without all the required materials will not be processed. Applications will be considered on a rolling basis so applicants are encouraged to apply early.

The legal aid society is an equal opportunity employer – women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.

For technical difficulties or questions regarding this posting, please email jobpostquestions@legal-aid.org.