

TENANT DUTY COUNSEL - 12-MONTH CONTRACT POSITION

Waterloo Region Community Legal Services (WRCLS) is a non-profit legal clinic funded by Legal Aid Ontario. We provide legal services to low-income residents of the Region of Waterloo in various areas of law including Landlord Tenant, Income Maintenance, Immigration, Employment and Consumer Debt.

WRCLS is seeking a Paralegal or Lawyer to provide summary legal services to tenants appearing before the Landlord and Tenant Board (LTB) via videoconference. This is a 12-month full time contract position. This position can be remote after completion of an in-person probationary period.

Responsibilities Include:

- 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;
- Provide public legal education sessions on housing topics;
- Participate in regular training sessions for Tenant Duty Counsel across the province;
- Preparation of statistical and other reports as required.

Qualifications Include:

- Experience before administrative tribunals, preferably including experience before the Landlord and Tenant Board;
- Knowledge of administrative law and familiarity with landlord/tenant law and practice;
- Ability to deliver high quality legal services to marginalized populations with complex needs;
- Demonstrated commitment to social justice;
- Strong interpersonal skills;
- Strong multi-tasking abilities;
- Strong oral and written communications skills, including interviewing and oral advocacy skills;
- Membership in good standing with the Law Society of Ontario.

Salary Range: The salary range for this position is \$65,000 - \$71,000 for a Paralegal, and \$73,000 - \$81,000 for a Lawyer, commensurate with relevant experience, plus payment of Law Society fees.

WRCLS is committed to equity, diversity, and inclusion and we welcome applicants from people who are reflective of our diverse community. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.



Waterloo Region
Community Legal Services

Kitchener – Main Office

450 Frederick Street, Unit 101
Kitchener, Ontario N2K 2P5

Phone: 519-743-0254

Fax: 519-743-1588

Applications must include a resume and cover letter to be received no later than **Friday, March 14, 2025**, send by email to Samantha Creasey at samantha.creasey@wrcls.clcj.ca

We thank all applicants, but only those candidates selected for an interview will be contacted. All resumes to be held in strictest confidence.