CCRC
Turning things around

Job Description

AGENCY PROGRAM: Housing Resource Centre (HRC)
JOB TITLE: Paralegal
JOB CLASSIFICATION: Coordinator 1/Counsellor
REPORTS TO: Manager, Housing Resource Centre

POSITION SUMMARY:

The Paralegal provides accessible, inclusive and responsive direct service to tenants and provides consultation to HRC staff providing non-legal tribunal support and accompaniment services to tenants.

REQUIRED QUALIFICATIONS:

- A valid paralegal license from the Law Society of Ontario
- Passion for defending and advocating for tenants' rights and the right to housing
- Knowledge of the Residential Tenancies Act and the Landlord and Tenant Board
- A commitment to supporting tenants and advocating for tenant rights
- Commitment to working in accordance with CCRC's Mission, Vision, and Values, and in a way that is equitable, and strives to meet the needs of the communities we serve

Consent to conduct a police check with vulnerable sector screening is required. Any concerns about the results will be discussed. Having a record will not be automatically disqualifying.

PREFERRED QUALIFICATIONS:

- A degree or diploma in a relevant field from an accredited post-secondary institution
- Two (2) years of experience providing direct services to vulnerable and/or marginalized populations
- Lived experience of issues affecting people living with low income, housing insecurity, homelessness, or other forms of vulnerability or marginalization
- Knowledge of the local housing and social service system
- Excellent oral and written communication skills
- Ability to work cooperatively within a team environment
- Strong computer skills including Internet, Word, Excel, CanLii, Case Management Systems, etc.

MAJOR DUTIES:

- Provide direct housing-related legal services to tenants to prevent loss of housing and/or improve housing conditions
- Create professional and effective relationships with clients in a variety of settings, including in person in the office, in the community, by telephone, by text message, and using online video conferencing platforms
- Assess tenant's need, using assessment tools as appropriate to inform service provision
- Assist with preparing and presenting cases before the Landlord and Tenant Board, ensuring compliance with the Residential Tenancies Act

- Conduct legal research, gather evidence, and assist in negotiations to resolve landlord-tenant disputes
- Provide consultation to HRC staff providing non-legal eviction support services to tenants
- Seek out, attend and participate in professional development activities, including opportunities focused on building capacity for inclusion and equity
- Bring forward emerging issues, trends and service gaps affecting our community to a member of the leadership team or relevant committee member
- Advocate on behalf of community memberss in response to gaps in services
- Contribute positively to the functioning of the HRC team and the agency
- Seek out regular opportunities for supervision and consultation
- Participate in annual performance appraisal
- Adhere to agency and program policies, professional practice standards and codes of Ethics and accreditation standards
- Establish and maintain positive working relationships with community partners in multiple sectors throughout Peterborough City and County
- Maintain files in accordance with professional practice and agency standards
- Participate in team and agency meetings, events, and initiatives
- Provide supervision to Paralegal placement students
- Other related duties, as assigned

Revised by: Annie Hedden
Manager, HRC
Date: October 9, 2026

Approved by: Kirsten Armbrust
Executive Director
Date: October 9, 2026