



Intake Screener - Stay Housed LA Program

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

ABOUT THIS POSITION:

Stay Housed L.A is a partnership between Los Angeles County, the City of Los Angeles and local community and legal service providers to implement a county-wide right to counsel program. Together, we provide the tenants of Los Angeles County with a range of services from providing legal information and resources and in some cases, providing representation in court eviction proceedings. The intake screener position is a critical role on our team with duties that include calling clients, conducting client interviews, collecting compliance documents and tracking client data.

In this role, you would report to the Associate Supervising Attorney and a career path may result in future opportunities as a paralegal. This position is non-exempt.

THIS POSITION MAY BE RIGHT FOR YOU IF:

- **YOU THRIVE IN A FAST-PACED ENVIRONMENT** and excel at moving through tasks and problem solving independently.
- **YOU ARE COMFORTABLE MULTI-TASKING** and maintain composure and productivity amongst competing priorities and responsibilities.
- **YOU KNOW THAT INTEGRITY MATTERS** and exhibit a strong adherence to ethical standards including, but not limited to, the ability to maintain confidentiality and fiduciary responsibility.

WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- Responsible for working collaboratively with housing attorneys and paralegals to provide advocacy and litigation support including conducting client interviews and intakes
- Coordinate with clients to obtain critical documents required for our grants including immigration, financial and asset information

- Maintain client files and important documents, ensuring regular communication with clients
- Picking up court documents from the court, scanning and providing to advocates
- Providing legal information, referrals and resources to clients
- Must be familiar with court filings and rules
- Comply with contractual requirements and ensure proper documentation and tracking of case files in accordance with program and grant requirements.
- Will work directly with program clients.
- Will assist with reports and other program needs.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Worked in a legal aid law firm.
- Strong organizational skills
- Strong listening and communication skills
- Strongly prefer fluency in Spanish or one of the other threshold languages (Mandarin, Armenian, Korean)

WHAT YOU'LL NEED ON DAY ONE:

- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

WHAT WE OFFER:

The salary range for this position is \$43,000-\$47,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

NLSLA Commitment to Diversity, Equity, Inclusion

NLSLA believes that racial healing and addressing inequities related to disability, religion, sexual orientation, class structures, gender, and race, are fundamental to expanding access to health, opportunity, and justice across diverse communities.

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower diverse communities and dismantle systemic barriers.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.