



Paralegal- Van Nuys -Eviction Diversion Pilot Project

Change Lives and Transform Communities – Join Our Van Nuys Eviction Diversion Pilot Project Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 175,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change, and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

The Van Nuys Eviction Diversion Pilot Program (VN-EDPP) staff paralegal(s) will assist Neighborhood Legal Services of Los Angeles County (NLSLA) attorney mediators and Supervising Attorney in implementing and operating the VN-EDPP, a court-based initiative at the Van Nuys Los Angeles Superior Court designed to reduce eviction filings and prevent homelessness through mediation and rental assistance coordination.

In this role, you will report to the Supervising Attorney. This position is non-exempt and temporary.

What You'll Do

- Assist in outreach efforts to let the community know about VN-EDPP services.
- Conduct VN-EDPP eligibility screenings in person and virtually or by telephone. Schedule litigants for appointments.
- Enter data into the VN-EDPP platform (Forward) accurately and in a timely manner.
- Assist attorneys with all aspects of providing alternative dispute resolution services.
- Provide follow-up assistance to litigants, including helping them gather the documentation necessary for a successful rental arrears' application.

- Other duties as necessary for successful program implantation and operation.
- Maintain detailed and accurate notes in VN-EDPP platform (Forward) and accurate timekeeping in NLSLA's case management system (Legal Server).
- Effectively and efficiently communicate with VN-EDPP Litigants.
- Assist litigants to apply for services and if successful, rental arrears.
- Perform various clerical duties such as record-keeping, document copying, etc.
- Observe confidentiality and neutrality of VN-EDPP litigants.
- Maintain calendar and deadline reminder systems as needed.
- When qualified, provide interpretation and translation services to support attorneys and litigants.
- Work with community groups, conduct outreach, and provide community education presentations and materials.
- Work with a multi-cultural perspective of inclusion and diversity.
- Follow all organizational and grant compliance policies and procedures.
- Perform other duties as assigned that are reasonably related to the position and generally consistent with the level and classification of the position's core responsibilities.
- This position is designated as hybrid. Employees are required to work on-site a minimum of two (2) days per week, with the remaining time eligible for remote work as business needs allow. Specific in-office days may be set by the department or manager to support team collaboration and organizational priorities. Any out-of-state work is prohibited unless prior approval is obtained from HR.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

What You'll Need

- Demonstrated ability to conduct community outreach, public engagement, and educational presentations to increase awareness of programs and services.
- Experience screening and assessing eligibility for clients or program participants in person, virtually, and by telephone.
- Strong organizational skills with the ability to schedule appointments, manage calendars, track deadlines, and maintain reminder systems.
- Proficiency in data entry, case management, and maintaining accurate records using case management databases and related software.
- Ability to support attorneys and professional staff with case-related activities, alternative dispute resolution services, and administrative case support.

- Experience providing client follow-up, gathering and reviewing supporting documentation, and assisting individuals with applications for services or benefits.
- Excellent verbal and written communication skills, with the ability to explain processes, provide guidance, and interact effectively with diverse populations.
- Strong clerical and administrative skills, including document management, recordkeeping, and case file maintenance.
- Ability to maintain confidentiality, exercise sound judgment, and uphold professional and ethical standards in all interactions.
- Bilingual interpretation and translation skills preferred, with the ability to provide language assistance in legal or service-oriented settings when qualified.
- Experience collaborating with community-based organizations, public agencies, and stakeholders to support service delivery and outreach initiatives.
- Demonstrated commitment to diversity, equity, inclusion, and culturally responsive practices.
- Knowledge of and ability to comply with organizational policies, grant requirements, program guidelines, and established procedures.
- Ability and willingness to travel to program offices, courts, and community locations throughout Los Angeles County as needed.
- Flexibility to manage multiple priorities and contribute to special projects, program implementation, and other duties as assigned.
- 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.

Bonus Points

- Experience working in legal services, court-based programs, housing assistance programs, or other community service environments.
- Familiarity with case management systems such as Forward, Legal Server, or similar databases.
- Experience working with low-income, limited-English proficient, or underserved communities.
- Ability to work effectively in a team-oriented environment while managing responsibilities independently.

- Demonstrated resilience, adaptability, and commitment to serving vulnerable populations with empathy and professionalism.
- Are bilingual in Spanish, due to the high number of Spanish-speaking residents in the community, or in any of the other Los Angeles threshold languages, which is highly valued in our community outreach efforts.

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Compensation:** \$31.32–\$35.71 per hour (equivalent to approximately \$57,000–\$65,000 annually based on a 35-hour work week), depending on experience.
- **Generous Time Off:** 18 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees. Note: Qualified employees with bilingual proficiency are expected to provide in-language assistance when feasible to support language access and in furtherance of NLSLA's mission. This expectation applies whether or not the employee receives the bilingual supplement.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

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.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that, in limited circumstances, certain convictions may be considered incompatible with the responsibilities of specific roles, particularly where the safety and well-being of vulnerable client populations are a concern.

NLSLA's Commitments

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 communities.
- **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.