

Colorado Legal Services provides high-quality, innovative representation to address the pressing legal needs of Colorado's diverse low-income population. CLS focuses on the problems that have the greatest impact on our clients—preserving affordable and decent housing, maintaining income support, redressing abusive lending and consumer practices, promoting family stability and mitigating the effects of domestic violence, and advocating for the disabled.

The Homeowners Assistance Fund (HAF) Grant is provided through the State of Colorado, Department of Housing, to focus on representation of individuals facing foreclosure. CLS' work through the HAF grant will focus on the representation of low-income Colorado homeowners in foreclosure cases and any other legal issues that may adversely affect the homes of CLS clients. CLS will work closely with the Department of Local Affairs (DOLA) to coordinate legal assistance with homeowners who have applied for funds through the Emergency Mortgage Assistance Program (EMAP). Paralegals will occasionally be responsible for assisting clients with completing EMAP applications.

Paralegals will be responsible for conducting community education and outreach, assessing potential clients, and providing legal guidance with the assistance of attorneys. Paralegals will be responsible for gathering the necessary documents from clients, including land and court records, investigation of foreclosure cases, and direct communication with clients in foreclosure cases. Paralegals will also be responsible for drafting pleadings with the assistance of attorneys, gathering documents for chapter 13 bankruptcies and preparation of bankruptcy petitions. Occasional evening and weekend outreach may be necessary.

Initially, the position will be located at CLS' Denver office but may become partially remote after proficiency is gained. The paralegal will be expected to work in a fast-paced environment and to use creative strategies and collaborations in the pursuit of justice.

A person classified as a HAF Grant Paralegal B must be able to demonstrate proficiency in the job functions outlined under Paralegal A. In addition, a Housing Paralegal B should be able to evidence accomplishment of a majority of the following functions as appropriate.

Supervision of a Paralegal B shall be provided by a management designee, senior attorney and/or a staff attorney as appropriate.

Duties and Responsibilities

- Demonstrate an ability to handle a high-volume caseload effectively and consistently.
- Assist in administrative tasks that maintain or enhance effective operation of the program or unit.
- Demonstrate an ability to identify factual allegations and defenses, and investigate the same, including interviewing third-party witnesses, and reviewing court documents, public land records, and mortgage documents.
- Consult and share case responsibility with attorneys and other paralegals when appropriate.
- Respond to requests for emergency legal assistance from eligible individuals or groups.

- Demonstrate an ability to handle special projects, issues, problems, or clients as specified by the program or unit in relation to the defined needs of clients.
- Demonstrate an ability to identify financial and/or personal resources which will expand the capacity of the program to represent low-income people or which will provide direct support for low-income clients.
- Respond to requests for emergency non-legal assistance from eligible individual or groups.
- Develop, update and produce specific training, seminars, or materials for units, volunteers or special unit or agency programs in relation to low-income client or program needs.
- Work cooperatively with the Bar, client or professional organizations, and/or other low-income organizations in developing strategies for advocating for low-income populations.
- Participate in agency or community meetings as the program representative and/or make presentations to community groups regarding legal issues, rights or services that are clear to the audience, knowledgeable, and supported with appropriate materials.
- Demonstrate an ability to secure information or services which will increase the capability of casehandlers to more efficiently and/or effectively represent clients, or which will provide direct support to the client population to meet its own needs.

Minimum Qualifications

- Demonstrate a competent knowledge of substantive law areas handled by the unit sufficient to handle more complex legal issues related to foreclosure work or handle a range of legal issues in a variety of forums.
- Demonstrate an ability to perform legal research which includes not only an analysis of federal and state statutes and regulations but also case law, legislative and/or administrative history, and arguments raised by other secondary literature as appropriate.
- Demonstrate an ability to research and summarize pertinent provisions of statutes, regulations, and case law.
- Demonstrate a basic knowledge of procedural and evidentiary rules.
- Demonstrate a knowledge of various financial resources or demand for client services in the local community, and be familiar with the systems that provide services to clients.

Qualifications include:

- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- Excellent interviewing, writing, and communication skills;
- Experience working with low-income people;
- Excellent organizational skills;

- Experience with foreclosure issues and related work preferred;
- Fluency or strong proficiency in Spanish is strongly preferred.
- Skill with Microsoft Word, Excel, and Outlook, internet research, and a willingness to learn and adapt to new technologies.