



Job Title: HAF Paralegal – Consumer Unit (Foreclosure Project)

Location: Based in: Denver, Boulder, Ft. Collins, Greeley, or Colo. Springs

Classification: Non-Exempt (Full-Time)

Reports To: Jose Vasquez

Salary Range: \$40,033 - \$55,997 (commensurate with experience)

ORGANIZATION OVERVIEW

Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities -- one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

POSITION SUMMARY

The State of Colorado's Department of Housing provides the Homeowners Assistance Fund (HAF) Grant, which will enable CLS to help low-income Colorado homeowners facing foreclosure or other legal issues that threaten their homes. CLS will collaborate 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).

As a HAF Grant Paralegal, you will assist clients by conducting community education and outreach, assessing their needs, providing legal guidance, gathering necessary documents, investigating foreclosure cases, communicating with clients, drafting pleadings, and preparing bankruptcy petitions. You may also be required to work occasional evenings and weekends. Initially, you will work at CLS' office location, but you may have the option to work a hybrid work schedule after gaining proficiency. To excel in this role, you should thrive in a fast-paced environment and use creative strategies and collaborations to pursue justice.

INTERNAL APPLICANTS ONLY

To be eligible for the position, you must demonstrate proficiency in the job functions outlined for Paralegal A and show accomplishment with most of the additional functions outlined for Housing Paralegal B. You will receive supervision from a management designee, senior attorney, or staff attorney, as appropriate.

ESSENTIAL DUTIES:

- Interviewing and meeting with clients to obtain detailed information about their legal problem and conducting investigations, which may include interviewing third-party witnesses, and reviewing court documents, public land records, and mortgage documents.
- Providing summary of client cases, including all relevant facts, and providing recommendation of options.
- Handling a high-volume caseload effectively and consistently.

- Assisting with administrative tasks that maintain or enhance effective operation of the program or unit.
- Working closely with lead attorney and other staff as needed.
- Responding to requests for emergency legal and non-legal assistance from eligible individuals or groups.
- Developing, updating, and producing specific trainings, seminars, or materials for units, volunteers or special unit or agency programs in relation to low-income client or program needs.
- Working cooperatively with the State of Colorado, housing counseling organizations and other partners in providing assistance to clients.
- Participating in agency or community meetings as the program representative and/or conducting presentations to community groups regarding the services provided by Colorado Legal Services.
- Assisting in preparation of funding reports.
- Traveling to other offices for meetings with staff, clients, or organizations, or to attend and participate in court hearings or other proceedings.

REQUIRED QUALIFICATIONS:

- Experience in performing legal research which includes not only an analysis of federal and state statutes, rules and regulations but also case law, legislative and/or administrative history, and arguments raised by other secondary literature as appropriate.
- Strong organizational skills, with proven ability to organize data, categorize and prioritize client case files, monitor case progression, and track and meet deadlines.
- Strong writing skills, with proven ability to draft memorandums, pleadings, and letters to clients and third parties.
- Strong communication skills, including ability to interact with clients.
- Build, maintain and foster positive relationships with third parties.
- Skills with Microsoft Word, Excel, Outlook, remote access technology, internet research, and a willingness to learn and adapt to new technologies.

PREFERRED QUALIFICATIONS:

- Experience working with low-income population.
- Experience with foreclosure and consumer issues.
- Fluency or strong proficiency in Spanish.
- Knowledge of substantive law areas handled by the unit, which includes foreclosure and mortgage issues, consumer bankruptcy, debt collection and real estate, on a level sufficient to develop handling more complex legal issues.
- Familiarity or willingness to obtain knowledge of financial resources, demand for client services within the local community, and be familiar with systems that provide other services to clients.
- Demonstrated passion for social justice and a commitment to advancing equity.

COMPENSATION AND BENEFITS:

We offer a generous benefits plan that includes 100% employer paid premiums for employee health, dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for



spouses/dependents, based on a sliding scale. We also offer Dependent Care and Medical Flexible spending accounts, a 403(b)-retirement account, and an Employee Assistance Program (EAP). Additionally, CLS offers a \$350.00 monthly stipend (to be used as you choose), generous paid time-off and 12.5 paid holidays per year. CLS values its employees' commitment to working hard for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We promote and foster a diverse, inclusive, equitable, and psychologically safe work environment, striving to be a "Best Place to Work" in Colorado.

HOW TO APPLY:

Please email a copy of your resume and cover letter to hire@colegalserv.org. Please include "HAF Paralegal – Consumer Unit (Based in: Denver, Boulder, Ft. Collins, Greeley, or Colo. Springs)" in the subject line.

Note: Please mention how you heard about the job announcement in your email.

No phone call, email, or recruitment firm solicitations please!

OUR COMMITMENT TO DIVERSITY EQUITY INCLUSIVITY AND BELONGING:

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer in a serious way. We are committed to building and retaining a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills, and experiences within our workforce. We encourage all qualified candidates to apply for this position.