

## **ECONOMIC JUSTICE PARALEGAL**

### **Homeless Persons Representation Project – (Baltimore, Maryland)**

The Homeless Persons Representation Project (HPRP) seeks a passionate and motivated individual to serve as the Economic Justice Paralegal, supporting HPRP’s Director of Economic Justice and HPRP’s Managing Attorney.

**Who We Are:** HPRP works to end homelessness in Maryland by providing free legal services, including advice, counsel, education, representation, and advocacy, to people who are experiencing homelessness or are at risk of homelessness. HPRP’s staff and volunteers pursue this mission by offering legal services in shelters, soup kitchens, welfare offices, community centers, and on the street. HPRP’s direct representation informs broader-based systemic advocacy and impact litigation to address the root causes of homelessness.

**The Paralegal Position:** The Paralegal will support the Economic Justice Program, which provides free legal representation to people who have been wrongfully denied or terminated from public benefit programs by the Department of Social Services, including: Supplemental Nutrition Assistance Program (SNAP), Temporary Cash Assistance (TCA), and Temporary Disability Assistance Program (TDAP). HPRP’s Economic Justice Program also engages in advocacy to improve and expand access to public benefit programs. HPRP values the expertise a person has gained from living the experience of applying for or receiving public benefits and HPRP partners with people with lived experience in advocacy efforts. HPRP co-facilitates the Program Advancement Through Community Outreach Workgroup, which is a workgroup comprised of people with lived experience, advocates, and staff at the Department of Human Services / Department of Social Services, working collaboratively to improve access to public benefit programs.

#### **Job responsibilities:**

- Conduct telephone and in-person intake with clients, obtain necessary client paperwork, and support ongoing client communication and follow up as assigned by Director – Economic Justice or Managing Attorney;
- Maintain case files, including opening and closing cases;
- Assist with fact investigation related to cases, including follow-up communication with clients, requesting and reviewing files from the Department of Social Services;
- Assist with filing appeals, evidence, and preparation for hearings;
- Community outreach in Baltimore City, including conducting educational “Know Your Rights” style presentations, create and disseminate outreach materials, and table at community outreach events;
- Support people with lived experiences who want to engage in the state legislative advocacy process;

- Co-facilitate and coordinate the Program Advancement Through Community Outreach Workgroup, including planning meetings, recruitment and retention, communications and other meeting logistics, and soliciting partner feedback; and
- Participate in ongoing gender and race equity work within HPRP.

### **Preferred Skills and Qualifications:**

- Relevant Bachelor's Degree, Associate's Degree, or a Paralegal Certificate;
- Experience in a law office, community organizing, or public outreach is preferred but not required;
- Proven commitment to working with people experiencing homelessness or housing insecurity;
- Demonstrated ability to listen and communicate with people who are in crisis and/or have experienced trauma and oppression;
- Demonstrated commitment to diversity and social justice by using a personal approach that values all individuals and respects differences;
- Ability to work collaboratively and respectfully toward resolving challenges and conflicts;
- Strong skills in attention to detail, organization, and record-keeping;
- Computer (Microsoft Word, Excel, and Outlook) and data entry experience;
- Ability to manage a high volume of tasks, prioritize, and meet deadlines;
- Ability to travel within Baltimore City to meet with clients, conduct intake and follow-up, and attend community outreach events; and
- Ability to work occasional evening or weekend hours to accommodate clients who are unavailable during HPRP's standard work week (Monday to Friday from 9AM to 5PM) and/or to attend community education or outreach events.

### **Salary and Benefits:**

- The minimum starting salary for this position is \$51,550 for one year of applicable experience, with increases available for more years of experience, second language fluency, education, and lived experience.
- HPRP has a 35-hour workweek and flexible scheduling when not required at program locations
- HPRP's package of benefits includes full health coverage (medical, prescription, dental) and a contribution toward family coverage; short- and long-term disability insurance; life insurance; 403(b) plan (employer supplemental salary contribution determined annually); paid vacation, sick, and personal leave; and up to 12 weeks of paid Medical and Family leave.

**To Apply:** Please email a resume and cover letter (addressed to Michelle Madaio, Director – Economic Justice) to [jobs@hprplaw.org](mailto:jobs@hprplaw.org). Specify “Economic Justice Paralegal” in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled.



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**Vaccination Requirement:** All HPRP staff members must stay up to date on their COVID vaccinations, including receiving additional booster doses that currently are or may subsequently be recommended by the CDC. Vaccine exemptions may be granted on a case-by-case basis on religious grounds and in accordance with the reasonable accommodations guidelines of the Americans with Disabilities Act (ADA).

*HPRP is an equal-opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all community members can thrive. Therefore, we strongly encourage applications from Black people, Indigenous peoples, people of color, immigrants, persons with disabilities, members of the TLGBQIA+ (Trans, Lesbian, Gay, Bisexual, Queer, Intersex, Asexual, and more) community, people with lived experience of poverty or homelessness, and people from other underrepresented and historically marginalized groups.*