



Housing Resource Centre

PARALEGAL

35 hours/week

Contract Position until April 10, 2026

CCRC's Housing Resource Centre (HRC) provides housing support services to anyone in Peterborough City and County who is homeless or at risk of losing their housing. HRC embraces a *Housing First* philosophy and believes that all people have the human right to safe, secure, adequate, and affordable housing. We are a prevention focused service that has been preventing homelessness and providing housing help services in our community for over 30 years. We provide Eviction Prevention services to tenants who are facing eviction for any reason, both legal and illegal. These services include tribunal preparation and accompaniment support for tenants involved in Landlord and Tenant Board (LTB) proceedings. Thanks to an Ontario Trillium Fund grant we are delighted to be able to enhance this work by hiring a licensed paralegal to support and represent tenants with complex barriers to engaging with legal supports.

The Housing Resource Centre is seeking a **Licensed Paralegal** to provide direct service to tenants, to provide consultation to HRC eviction prevention staff, and to conduct legal research, gather evidence, and assist in negotiations to resolve landlord-tenant disputes.

This is a full-time contract position, 35 hours per week, reporting to the Manager of the Housing Resource Centre, with a start date as soon as possible. Starting salary is **\$28.66 per hour**. Benefits include 3 weeks paid vacation, plus paid closure between Christmas and New Year's Day, casual dress and generous sick leave. Hours of work are Monday to Friday 8:30am to 4:30pm.

Qualifications for this position include graduation from a recognized post-secondary education, and a valid paralegal license from the Law Society of Ontario. Experience providing related direct service to tenants, a strong understanding of the Residential Tenancies Act, and experience representing tenants at the Landlord and Tenant Board are considered strong assets.

The successful candidate will have a strong commitment to advancing tenants' rights, excellent communications skills and a demonstrated commitment to person-centered services, equity and justice. Lived experience of homelessness or housing instability are assets.

Committed to developing an inclusive workplace in the community we serve, CCRC encourages people of all cultures, genders, gender expressions, sexes, sexual orientations, religions, abilities, ages, races and ethnicities to apply for this position.

Please apply in confidence to Annie Hedden, Manager of the Housing Resource Centre by email at ahedden@ccrc-ptbo.com. **Applications are due April 18, 2025**. If you require accommodation or assistance with your application, please advise.

We thank all applicants for their interest. Only those selected for an interview will be contacted.