

Position Announcement
Housing Attorney – Baltimore City Office
Homeless Persons Representation Project, Inc.
Baltimore, MD

Are you passionate about housing justice? Do you want to use your legal skills to advocate to end homelessness? If you desire a position where you have the opportunity to provide direct legal representation and advocate for systemic change that prevents and ends homelessness, the Homeless Persons Representation Project (HPRP) is seeking a full-time Housing Attorney.

Our Story: HPRP provides free legal services and advocacy to persons who are homeless or at risk of homelessness in Maryland. Encompassing all of HPRP's programs is the deep understanding that people who are homeless or at risk of homelessness struggle to access legal services offered in a traditional manner. The hallmark of HPRP's legal program is its ability to reach clients where they live, eat, and spend time. HPRP's staff and volunteers pursue this mission by offering legal services through outreach in shelters, soup kitchens, government offices, community centers and the street.

HPRP's housing practice focuses on access to and preservation of shelter and subsidized housing, as well as expansion of affordable and fair housing opportunities. Direct representation of persons experiencing homelessness or who are at risk of homelessness informs our broader advocacy and impact litigation efforts. HPRP monitors and engages in regular advocacy with the local Public Housing Authority, Continuum of Care and Rent Court, and participates in public policy work at the local and state level.

The Housing Attorney will also serve as HPRP's Youth Represents Fellow providing criminal record expungement to Baltimore City youth in a local job training program.

Reports to: Managing Attorney

Supervises: Law Clerks as needed

Responsibilities include:

- Provide individual representation in approximately 30-35 subsidized housing cases at any one time, including admission denials, subsidy terminations, evictions and fair housing matters;
- Provide individual representation in criminal record expungement cases (less than 10% of job responsibilities);
- Create client and community education materials;
- Conduct regular outreach to identify clients in need of legal services;
- Conduct know your rights presentations on housing and expungement law;
- Participate in various coalitions and task forces with community partners on matters relevant to the practice area.
- Engage in administrative and legislative advocacy at the local and state level.

HPRP is a mid-size office and all staff, including attorneys, assist in a cooperative manner with maintenance of the office, including the upkeep of the waiting area, kitchen, and office space on a rotating schedule. Evening and weekend hours are required. HPRP's Board meets 6 times per year in the evening and all staff attend. Housing Authority, City Council and State Legislative session hearings are often in the evening. Weekend work may be required for duties such as periodic community events and casework deadlines. The attorney must have access to reliable transportation to locations in the Baltimore area and Annapolis.

Required Qualifications:

- Prior experience with people living in poverty or experiencing homelessness;
- 1-6 years legal experience as a practicing attorney. Post-graduate judicial clerkship can count toward years of experience. Practice areas must have included working in civil rights, poverty law, or non-profit

legal services;

- Admitted to practice law in Maryland, or Admitted and in Good Standing in another State and willing and eligible to sit for the next available Bar exam;
- Excellent legal research, writing, analytical, and oral skills;
- Ability to set priorities and handle multiple tasks in a fast-paced environment;
- Demonstrate initiative and good judgment;
- Aptitude to work well under pressure and meet frequent deadlines;
- Ability to work independently and collaboratively with other staff and community partners.

Preferred Qualifications

- 4-6 years legal experience as a practicing attorney;
- 2 or more years practicing federally subsidized housing law;
- Knowledge of Maryland landlord-tenant, fair housing, Maryland administrative law, and Maryland criminal record expungement;
- Experience in Maryland State District and Circuit Courts;
- Experience working on advocacy and policy initiatives;
- Fluency in Spanish.

Salary: \$51,500 - \$58,500. HPRP provides excellent benefits: Vacation (20 days), sick leave (10 days), personal days (3 days), and holidays. Employee premiums 100% covered for medical, prescription, dental, vision. Short and Long Term Disability Insurance and Retirement plan with supplemental employer contribution (a 1% contribution is approved for FY 2018) also provided. HPRP's regular work schedule is at least 40 hours a week from 9:00 a.m. – 5:30 p.m. with a 30 minute unpaid lunch break. HPRP also provides for a flexible work schedule.

To Apply: E-MAIL resume, cover letter, a writing sample, and names and contact information of three references to jobs@hprplaw.org (and specify "Housing Attorney" in the subject line). At least one reference should include a person who supervised your legal work as an attorney; references will not be checked until after the final interview. We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style and interest in being part of a team working to eliminate homelessness in Maryland. We are looking for applicants who have a comprehensive understanding of oppression, and structural racism, including how structural racism perpetuates barriers to housing and income. Resume reviews begin immediately and applications will be accepted until position is filled.

HPRP is an equal opportunity employer. All interested persons encouraged to apply regardless of race, ethnicity, national origin, age, gender, disability, sexual orientation, gender identity, HIV status or religious affiliation.