



Staff Attorney

Applicant Instructions

Interested candidates should send a position-specific résumé and cover letter to employment@uchcdetroit.org.

Position Overview

UCHC staff attorneys work under the direction of the Executive Director and the Director of Legal Services. Ideal candidates have excellent writing, communication, and problem-solving skills. They must be able to work both independently and collaboratively and thrive in a fast-paced environment. Candidates must have sound legal judgment and the ability to think creatively, be able to quickly grasp legal issues and factual claims, and be compassionate and detail-oriented. Candidates must also have the ability to work well with a variety of people, including clients and colleagues from diverse backgrounds, as well as the ability to meet deadlines and manage caseloads effectively.

Responsibilities

UCHC staff attorneys handle a broad range of matters, including but not limited to:

- Conducting client intake, including completion of all necessary forms for clients
- Serving clients who will potentially need a variety of types of legal assistance, including but not limited to tax-foreclosure-prevention counseling, mortgage-foreclosure-prevention counseling, landlord-tenant counseling and eviction-prevention assistance, and land-contract counseling
- Providing court representation, which may include physical, as well as remote appearances in state and federal court and in related administrative proceedings, in addition to the preparation of pleadings
- Maintaining client confidentiality under all circumstances
- Interacting with other staff to advise on and/or facilitate the execution of the organization's programmatic and/or operational initiatives
- Drafting and filing legal documents with the appropriate government agencies
- Collecting and tracking necessary documents for client service and reporting
- Drafting correspondence to clients and government agencies
- Participating in various organization staff meetings

- Perform with a high standard of professionalism and respect for clients and colleagues
- Providing other assistance that may be necessary to further the goals of the program or the organization
- Performing other duties as assigned by the Executive Director or the Director of Legal Services

Preferred Qualifications

Staff attorneys must be thoroughly committed to UCHC's mission. In addition, qualified candidates must have:

- J.D. from an accredited law school and be admitted to practice law in Michigan
- One to five years of experience practicing law
- Experience in housing law and civil litigation
- Ability to be self-motivated and to work independently
- Ability to evaluate evidence and determine whether legal standards have been met
- Excellent interpersonal, verbal, and written communication skills
- Ability to apply legal standards to factual situations
- Ability to guide non-lawyers with application of legal standards

Specifics

- This is a full-time position. Staff attorneys will represent clients in court or in virtual hearings as determined by the court and by UCHC. Attorneys will also work in UCHC's Detroit-based office and occasionally work from home.
- Salary is commensurate with experience. UCHC offers generous medical benefits and time off.
- Schedule: 8:30 a.m.–4:30 p.m. or 9 a.m.–5 p.m. Monday–Friday, though some additional time may be required, depending on court filings.
- Expected start date: as soon as possible.
- All candidates should be fully vaccinated or tested once a week for COVID-19.

Employee Benefits

- 100% employer-paid medical, dental, vision, short-term disability, long-term disability, and group life
- Generous PTO program
- Generous holiday program
- A focus on work/life balance

About UCHC

The United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization that has provided a variety of housing-related services to Detroit's low-income residents since 1973.

UCHC has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor, and housing advocacy organization to improve, preserve and expand affordable housing opportunities for low-income Detroiters.

Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, UCHC is frequently asked to provide advice to other organizations in communities across southeast Michigan.

All services are provided to income-eligible families and individuals free of charge.

United Community Housing Coalition

2727 Second Ave, Suite 313, Detroit, MI 48201

313-963-3310 | www.uchcdetroit.org

The United Community Housing Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.