



## Job Posting: Legal Services Coordinator

---

WAGE RANGE: \$32.23 - \$36.67 per hour  
POSTING DATE: March 14<sup>th</sup>, 2025  
CLOSING DATE: March 21<sup>st</sup>, 2025  
LOCATION: 1299 OXFORD STREET E., UNIT 5C5, LONDON, ON  
COMPETITION: 2025-01  
HOURS OF WORK: 8:30AM – 4:30PM, MONDAY TO FRIDAY

---

**THIS POSTING IS FOR ONE (1) PERMANENT FULL-TIME POSITION.**

Reporting to the Tenant Services Manager, the successful candidate for this unionized position coordinates legal administrative functions as they relate to tenants housed within LMCH properties.

**Who We Are:** London & Middlesex Community Housing (LMCH) provides 3,282 housing units across 32 properties to more than 5,000 people. Those who call LMCH home are a diverse cross-section of individuals including families, seniors, adults, and new Canadians, all of whom are living with limited income. At LMCH, we believe that housing is the foundation of a better tomorrow.

**Mission:** LMCH provides and maintains homes in a safe and supportive environment to meet the needs of the people we serve in our communities.

**Vision:** LMCH envisions healthy homes and communities in London and Middlesex. Leading by example, LMCH will help make a difference and positively impact lives using housing as the foundation.

### **Why you should apply to LMCH.**

- Ontario Municipal Employees Retirement System (OMERS) Pension
- Group benefits, including health and dental, for full-time employees
- Employee, Dependent and Optional Life Insurance
- Employee and Family Assistance Program
- Wellness, & Wellbeing Program



**LONDON & MIDDLESEX**  
COMMUNITY HOUSING

**LMCH Values:**

To	Collaborate
To be	Accountable
To be	Responsive
To promote	Equity

---

**1. PURPOSE OF THE JOB:**

While supporting the broader Tenant Services Team, the Legal Services Coordinator will manage legal files related to arrears, social, and tenant applications at the Landlord & Tenant Board as well as Small Claims Court. As a licenced paralegal, you will represent LMCH throughout the LTB process - from application to resolution - with the goal of tenancy retention whenever appropriate.

**2. KEY DUTIES/RESPONSIBILITIES:**

- Attend LTB hearings as the Landlord representative
- Review reports/recommendations submitted by Tenant Services Managers, Team Leads, Housing Stability Case Coordinators, and Community Relations Workers, including any evidence for social files- including video surveillance and reports/complaints. Prepare appropriate legal notices and documentation and assemble packages for filing at the Landlord and Tenant Board (LTB).
- Portfolio arrears management - including identification of units in arrears, and contact with tenants to advise of concern and potential remedies.
- Make efforts to connect with tenants to complete re-payment agreements prior to LTB applications and monitor for compliance.
- Liaise with social agencies and community partners to advocate and support tenants.
- Connect tenants with both internal and external resources where appropriate to address underlying issues impacting housing stability.
- Document all tenant interactions within LMCH database.
- Prepare and file L1, L2, L3, L4 applications with the Landlord & Tenant Board.
- Prepare and serve legal documents, (i.e. N4, N5, N6, N7, N8) to tenants as required and directed by Tenant Services Manager.



**LONDON & MIDDLESEX**  
COMMUNITY HOUSING

- Maintain an outlook calendar inclusive of filing dates, hearings, void periods, and other relevant information.
- Educate and inform staff and tenants on the LTB process, including individual responsibilities.
- Identify opportunities to enhance staff understanding of the Ontario Human Rights Code and how LMCH accommodates tenants under the Act.
- Complete monthly KPI reporting.
- Prepare and serve summon(s) when necessary and manage the notification of witnesses.
- Prepare and serve disclosure packages within prescribed timelines.
- Track and follow up when orders are received to assess compliance or if further LTB action is required.
- Prepare and file requests for enforcement of orders and schedule enforcement with the Sheriff and LMCH staff.
- Tracking of legal files in a departmental database.
- Prepare and file documents with Small Claims court related to former tenant arrears collection, garnishments, etc. and attend SCC including settlement conferences as needed.
- Answer general inquiries from tenants or agencies regarding legal actions or processes.
- Process LTB tenant charges, court fees, and sheriff fees.
- Perform other duties as necessary or as assigned.

#### **4. EDUCATION, EXPERIENCE, & QUALIFICATIONS:**

- Required: Current P1 License issued by the Law Society of Ontario.
- Maintenance of licencing through completion of Continuing Professional Development (CPD) hours.
- Demonstrated Paralegal experience. Prior LTB experience an asset.
- Preferred: Small Claims Court experience, property management experience.
- Strong verbal and written communication, interpersonal, and customer service skills.
- Strong analytical skills with a keen eye for accuracy. Strong organizational skills.
- Knowledge of the Housing Services Act, Residential Tenancies Act, and local Housing Division policies and directives.



**LONDON & MIDDLESEX**  
COMMUNITY HOUSING

- Knowledge of Word, Excel, and Outlook required, knowledge of Yardi software preferred.
- Ability to work with tenants who live with multiple complex challenges.
- Exceptional relationship building skills and outcome-based approach problem solving skills.
- Strong organizational and time management skills; able to take initiative and possess a positive team attitude.
- Ability to use sound judgement and problem-solving skills based on policies and procedures.
- Willingness to promote our corporate philosophy.
- Knowledge of community support agencies and the services or resources available.
- Must possess a valid driver's license, have access to a reliable vehicle, and carry adequate insurance.

**5. WE CARE PHILOSOPHY:**

The incumbent contributes and supports the overall culture and working environment of the agency by:

- Having a working knowledge of cultural, social, and demographic patterns relating to vulnerable priority populations.
- Committing to harm reduction and low-barrier service, as well as non-violent crisis intervention, de-escalation, and supporting citizens.
- Committing to work in a diverse, interdisciplinary setting.
- Understanding and being sensitive towards the belief systems of other groups, the complexity of those facing poverty, and their individual unique strengths and needs.
- Setting an example of a strong work ethic and positive team attitude.
- Working with diverse communities with sensitivity, creativity, innovation, language and cultural understanding in a non-judgmental manner.

**6. POLICE RECORDS CHECK and VULNERABLE POSITION SCREENING:**

This position requires the successful candidate submit a current Police Records check and Vulnerable Sector Screening from their local police service. A current LMCH employee who is the successful candidate for this position must also provide this document *unless* it is already on file and *not* more than one year old.



## 7. SALARY & BENEFITS:

Hourly rate range \$32.23 - \$36.67 per hour with comprehensive health benefits and a defined benefit pension plan.

Normal working hours are 8:30 A.M. to 4:30 P.M., Monday to Friday, with some work required outside of this schedule from time to time.

---

## WHAT'S NEXT:

Once you apply, we'll review your resume and cover letter to determine if your skills and experience match the qualifications for the role.

Only qualified candidates will be contacted for next steps. If you move forward, the process may include an interview, written/practical test, and reference check.

Here's your chance to bring your knowledge and expertise to our team and contribute to providing better homes and better neighbourhoods. When submitting your cover letter and resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting.

A cover letter and resume must be received by 4:30pm, March 21<sup>st</sup>, 2025.  
Late applications will not be considered.

Please send your cover letter and resume to the attention of:

Spencer Harrold  
Human Resources Assistant  
London & Middlesex Community Housing  
1299 Oxford Street East, Unit 5C5 London, ON, N5Y 4W5  
E-mail: [employment@lmch.ca](mailto:employment@lmch.ca)

London & Middlesex Community Housing (LMCH) is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.

We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code



**LONDON & MIDDLESEX**  
COMMUNITY HOUSING

and the Accessibility for Ontarians with Disabilities Act, 2005. Please advise if you require an accommodation during the selection process.

Thank you for your interest in London & Middlesex Community Housing!