

# Housing Coordinator – White Plains, NY

## Legal Services of the Hudson Valley

<http://www.lshv.org>

**Job Type:** Housing Coordinator – White Plains office

**Schedule Type:** Full-Time

**Date:** July 12, 2021

### About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled almost 15,000 cases impacting more than 34,000 household members including 13,000 children last year. LSHV has ten offices, a staff of 165, including 100 attorneys and 35 paralegals.

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.

### Position Description

Legal Services of the Hudson Valley has an immediate opening for a Housing Coordinator based in White Plains, who will be responsible for overall compliance, implementation, and ongoing evaluation to ensure that LSHV's multi-county rental and financial assistance programs are administered within budget in the most efficient way with the maximum impact for our clients. These housing stability programs include Solutions to End Homelessness Program (STEHP), Gerstner Family Foundation's Helping Hands Program, Emergency Food & Shelter Program, and Dyson Foundation's eviction prevention program. Reporting to the Grants Manager, among other duties, the Coordinator will be responsible for developing and revising internal policies and procedures, ensuring compliance with program requirements, entering all STEHP clients into the HMIS database, expediting payments using AvidXchange software, periodic and ad hoc reporting to funders, leading monthly calls with Housing Counselors, and with the Grants Manager, communicating with the Office of Temporary and Disability Assistance and other funders. The position requires moderate travel within the funded counties that have STEHP counselors, including Westchester, Orange, Ulster and Sullivan.

### Responsibilities

- Developing, revising, and training staff on internal policies and procedures to ensure compliance with program requirements and encourage efficient, robust implementation
- Regular communication with Housing Counselors and Attorneys-in-Charge (AIC) to promote the mutual exchange of relevant information, compliance, problem-solving, and ongoing evaluation of process and outcomes, such as:
  - For STEHP clients, HMIS database entry
  - Expediting payments using AvidXchange software
  - Engaging in staff meetings and trainings as directed by funders and supervisor, including OTDA and HMIS trainings
  - Attending Continuum of Care meetings as needed
  - Producing quarterly, annual and ad hoc reports as required by funders
  - With the Grants Manager, periodic communication with OTDA and other funders
  - In collaboration with the Grants Manager, create, modify, and manage the budgets for LSHV's housing stability programs to ensure lean, efficient administration with the maximum impact for our clients
  - Perform other duties as assigned by supervisor

### Qualifications

- Minimum - Bachelor's degree. Three plus years' experience in human services; knowledge of Landlord/Tenant proceedings, and experience in housing preferred.

- The ability to understand detailed and intricate federal rules and regulations and LSHV's internal policies, and to apply them to case facts to ensure compliance.
- The ability to learn and understand differences in federal housing and federal subsidy benefits as it relates to STEHP case eligibility including excludable/includable income and expenses that present exceptions to client income level.
- The ability to understand and provide calculations necessary to determine client financial eligibility and for assessing performance against projections.
- Strong analytical abilities to determine issues and propose problem-solving solutions
- Ability to organize meetings with staff members on the projects and present successes and challenges succinctly
- Ability to request assistance from supervisors when faced with a challenge
- Excellent working knowledge of computers and software such as Microsoft Word, Excel and data entry.
- Strong written, interpersonal and oral communication skills
- Excellent organizational and time management skills
- Ability to work collaboratively and effectively to motivate a diverse group of LSHV stakeholders
- Willingness and ability to travel to LSHV's offices as needed

**Please apply at our career center by following this link, and include cover letter, writing sample and three references:**

**[Housing Coordinator – White Plains, NY - Legal Services of the Hudson Valley](#)**

*"I treasure the opportunity to work with colleagues whom I respect and admire. It is an honor to work at Legal Services of the Hudson Valley. With every court appearance, every client meeting, every negotiation with opposing counsel, every brief I submit, I take great pride in promoting justice, leveling the playing field for our clients and advocating with every fiber of my being for our clients." LSHV Staff Attorney*