

Intake Specialist- White Plains, NY Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 1/5/2022

Job Type: Intake Paralegal

Schedule Type: Full-Time

Overview

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 nearly 34,000 household members including 13,000 children last year. LSHV has ten offices, a staff of 160, including 97 attorneys and 35 paralegals.

Legal Services of the Hudson Valley is dedicated to building a highly skilled workforce that reflects the diverse communities we serve and where everyone feels empowered to bring their authentic selves to work. We are committed to racial justice and promoting equity for all, and we continuously review and strengthen our processes and practices to empower our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff. Our affinity groups are self-directed and provide a space for members to support one another and their shared vision. We encourage applications from people of all identities.

Job Description

Legal Services of the Hudson Valley (LSHV) has an immediate opening for an intake paralegal in Westchester. This position is currently hybrid office/work from home. The paralegal's duties will include handling a high volume of incoming calls to LSHV's toll-free intake hotline from callers in LSHV's seven county service area and opening cases in our case management database for callers eligible for legal services. Provision of legal advice and referrals under the supervision of an attorney, gathering documentation from clients, writing follow-up letters, and traveling to local offices to conduct in-person intake may be required. Other duties may be assigned as needed to meet the demands of the intake unit. The person hired will also be expected to adhere to program and case handling standards, funder requirements, and the highest professional standards. The hours for this position are 10:15 am- 6:15 pm Monday -Thursday 9-5 Fridays.

Qualifications

- Associate degree;
- One or more years working with the public
- Familiarity with Microsoft Office environment (Word, Excel, etc.) and ability to input data efficiently into database;
- Excellent written and verbal communication skills;
- Strong interpersonal skills and the ability to work as part of a team.

Preferred

- Certification as a paralegal helpful but not necessary;
- Demonstrated commitment to serving low-income persons with prior experience in legal services or similar program;
- English/Spanish bilingual

Salary: DOE, union scale, with excellent benefits.

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

[Intake Specialist- White Plains, NY - Legal Services of the Hudson Valley](#)

Legal Services of the Hudson Valley is a proud equal opportunity employer. People of all races, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply.