

Paralegal - Disability Advocacy Program (DAP) Goshen, NY

LEGAL SERVICES OF THE HUDSON VALLEY

<http://www.lshv.org>

Date Posted: 7-20-22

Job Type: PARALEGAL

Schedule Type: Full-Time

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 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 opening for a paralegal to work specifically for the Disability Advocacy Program (DAP) in our Goshen office. This position is a support position to staff attorneys representing clients in Orange and Sullivan Counties.

The duties include screening, intake, provision of technical, legal, investigative and research support, case handling of SSI applications and assistance in identifying supporting documents and information for clients. This would also entail providing support to the DAP attorney. The person will also provide back up for our general paralegals with other office responsibilities as needed. The right candidate would be trained to do presentations to community groups. The person hired will also be expected to adhere to program and case handling standards, funder requirements, and the highest professional standards.

Qualifications

- Associate Degree;
- Skilled in Microsoft Office & Word environment (Word, Excel, Outlook etc.)- ability to input data efficiently into database;
- Must be comfortable using new technology programs;
- Excellent written and verbal communication skills;
- Excellent time management skills;
- A driver's license and the ability to gain access to a car or travel in Orange and Sullivan Counties for outreach and translations.

Preferred

- Bachelor's Degree;
- Bi-lingual – Spanish & English;
- Paralegal certification;
- Demonstrated commitment to serving low-income persons with prior experience in legal services or similar program.

Salary: Competitive union scale, with excellent benefits. A one-time \$1,000 bonus will be paid if the candidate is hired by 12/31/2022. After a probationary period, this position may permit work from home a few days per month.

Upon commencing employment at LSHV, candidates will be required to show proof of either being fully vaccinated against COVID-19, or produce, on a weekly basis, a negative COVID-19 test. Fully vaccinated is defined as two weeks after having completed a sequence of FDA approved COVID-19 vaccinations, followed by an FDA approved Covid-19 booster shot. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

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

[Paralegal- Disability Advocacy Program \(DAP\), Goshen, 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.