Legal Services of the Hudson Valley

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 over 12,000 cases impacting nearly 27,500 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

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.

Position Description
Legal Services of the Hudson Valley (LSHV) has an opening in our Kingston office for a full-time Housing Counselor. The position will involve working with individuals and families in Ulster Counties who are experiencing housing instability.

Duties of the Position: The duties include screening, preparation of intake applications and review of financial qualifications. The Housing counselor will meet with clients on a regular basis to devise Housing Stability Assessments that will assist clients in maintaining housing through budgeting, linkage with employment services, referral to other social supports, and access to short-term rental assistance and rental arrears, when appropriate. On occasion, applicant will be expected to travel to clients’ residence and/or travel to mandatory trainings. The person hired will also be expected to adhere to program standards, funder requirements, and the highest professional standards.

Requirements:
- Associates degree, plus experience in human services
- Experience and competency with Microsoft Office environment (Word, Excel, etc.);
- Strong written, interpersonal and oral communication skills;
- Excellent organizational and time management skills required for contemporaneous entries into multiple databases;
- Ability to work effectively with a diverse group of stakeholders
- Valid NYS Driver’s license and vehicle required

Preferred:
- Bachelor's degree and experience in human services field;
- Demonstrated commitment to serving low-income persons with prior experience in legal services or similar program;
- English/Spanish bilingual.

Salary: Competitive union scale, with excellent benefits. A one-time $1,000 bonus will be paid to the successful candidate if they begin employment at LSHV by 12/31/22. After a probationary period, hybrid office/work from home arrangements are an option for this position.

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:

Housing Counselor – Homelessness Prevention, Kingston, 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.