

Intake Paralegal - Based in White Plains, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 9/26/2022

Job Type: Intake 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 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.

Position Description

Legal Services of the Hudson Valley (LSHV) has an immediate opening for an intake paralegal in Westchester. This position is partially onsite in White Plains and partially remote. 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.

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. A one-time \$1,000 bonus will be paid if the candidate is hired by 12/31/2022.

Please apply through this link and include cover letter, resume, writing sample and three references:

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

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.