

# Paralegal –Pro Bono Unit, White Plains, NY - Legal Services of the Hudson Valley

<http://www.lshv.org>

**Job Type: Paralegal Pro Bono Unit**

**Date Posted: 11-14-2022**

**Job 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 nearly 12,000 cases impacting over 27,000 household members including over 9,000 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.

## Job Description and Duties:

Legal Services of the Hudson Valley (LSHV) has an opening in our White Plains office (satellite location) for a full-time paralegal in its Pro Bono Unit. Reporting to the Pro Bono Director, the position screens and conducts interviews with clients in diverse legal areas such as housing, matrimonial, family, bankruptcy, real estate, trusts and estates and other civil legal issues; organizes clients and volunteers for virtual and in person legal clinics; provides recordkeeping responsibility for volunteer hours and case placements; assists in planning volunteer recognition events, and coordinates the LSHV's volunteer and CLE Programs. Additional duties may include provision of technical, legal, investigative and research support. Provision of legal advice under the supervision of an attorney may be required, as well as general administrative support for all unit activities. The person hired will also be expected to adhere to program and case handling standards, funder requirements, and the highest professional standards. The position requires occasional travel to locations within LSHV's seven-county service area.

## Qualifications

- Associate degree
- Excellent written and oral communication, organizational, problem-solving, and people skills; attention to detail
- Ability to communicate effectively with clients, staff and volunteers
- Comfort in interacting with private attorneys, public service attorneys and court personnel
- Capacity to establish priorities, work independently as well as collaboratively and achieve results
- Capability of performing multiple tasks simultaneously in a fast-paced environment
- Mastery in data entry and database maintenance
- Competency with Microsoft Office (Word, Excel, Outlook, etc.)
- Proficiency with technology

## Preferred

- Bachelor's degree
- Two or more years of paralegal experience
- Certification in paralegal studies
- English-Spanish bilingual

**Salary:** DOE, union scale, with excellent benefits. After a brief probationary period, this position may permit work from home up to six days per month

**Please apply at our career center through the following link, and include a cover letter and a writing sample:**

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

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.