

# Housing Coordinator – White Plains, NY

## Legal Services of the Hudson Valley

**Job Type:** Housing Coordinator – White Plains office

**Schedule Type:** Full-Time

**Date:** 2/7/2023

### 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 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.

### Position Description

Legal Services of the Hudson Valley has an immediate opening for a Housing Coordinator, based in our White Plains, NY office, responsible for the overall compliance, implementation, and ongoing evaluation to ensure that LSHV's Solutions to End Homelessness Program (STEHP) grant, and other housing assistance programs, are administered within budget in the most efficient way with the maximum impact for our clients.

LSHV's STEHP grant provides funding for legal services, rental and financial assistance, including ongoing rental assistance subsidies, and housing counseling to eligible clients. Reporting to the Assistant Director of Grants, among other duties, the Housing Coordinator will be responsible for developing and revising internal STEHP policies and procedures, ensuring compliance with program requirements, entering all STEHP clients into the HMIS database, assisting in completing funder and internal reports, leading monthly calls with Housing Counselors, and with the Assistant Director of Grants, communicating with the Office of Temporary and Disability Assistance. These responsibilities may extend to the implementation of other housing assistance programs. The position may require some travel within the funded counties that have STEHP counselors, including Westchester, Orange, Ulster and Sullivan.

### RESPONSIBILITIES:

- Developing, revising, and training staff on internal STEHP policies and procedures to ensure compliance with program requirements and encourage efficient, robust implementation
- Regular communication with Housing Counselors and Attorneys-in-Charge (AIC) to promote the mutual exchange of relevant information, compliance, problem-solving, and ongoing evaluation of process and outcomes, such as:
  - Monthly calls with Housing Counselors to discuss and problem-solve challenges in program implementation,
  - Assisting managers in finding answers to STEHP regulation questions, when requested, and
  - Providing periodic and ad hoc reports with analysis to Housing Counselors and AICs
- HMIS database entry
- Expediting payments in coordination with the Accounts Payable department
- Engaging in staff meetings and trainings as directed by funders and supervisor, including OTDA and HMIS trainings.
- Attending Continuum of Care meetings as needed

- Producing quarterly, annual and ad hoc reports as required by funder, and internal requirements.
- Conduct a quarterly reconciliation and audit in preparation for quarterly STEHP report
- With the Assistant Director of Grants, periodic communication with OTDA
- Assist the Assistant Director of Grants with preparing for and participating in any Westchester CoC and OTDA site visits and/or audits.
- Perform other duties as assigned by supervisor

**QUALIFICATIONS:**

- Bachelor's degree.
- The ability to understand detailed and intricate federal rules and regulations and LSHV's internal policies, and to apply them to case facts to ensure compliance.
- The ability to learn and understand differences in federal housing and federal subsidy benefits as it relates to STEHP case eligibility including excludable/includable income and expenses that present exceptions to client income level.
- The ability to understand and provide calculations necessary to determine client financial eligibility and for assessing performance against projections.
- Strong analytical abilities to determine issues and propose problem-solving solutions
- Ability to organize meetings with staff members on the projects and present successes and challenges succinctly
- Ability to request assistance from supervisors when faced with a challenge
- Excellent working knowledge of computers and software such as Microsoft Word, Excel and data entry.
- Strong written, interpersonal and oral communication skills
- Excellent organizational and time management skills
- Ability to work collaboratively and effectively to motivate a diverse group of LSHV stakeholders
- Willingness and ability to travel to LSHV's offices as needed

**PREFERRED:**

- Three plus years' experience in human services; knowledge of Landlord/Tenant proceedings, and experience in housing preferred.
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- Salary: DOE, with excellent benefits. After a brief probationary period, this position may permit work from home up to six (6) days per month.

**Please apply at our career center and include cover letter, resume, writing sample and three references:**

**[Housing Coordinator - White Plains, NY - Legal Services of the Hudson Valley](#)**

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