

Housing Assistance Administrator (Part-time)– White Plains, NY

Legal Services of the Hudson Valley

Job Type: Housing Assistance Administrator – White Plains office

Schedule Type: Part-Time (20 hours per week)

Date: 2/10/2023

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 in our White Plains, NY office for a part-time (20 hours per week), Housing Assistance Administrator. Responsible for the overall compliance, implementation, and ongoing evaluation to ensure that LSHV's Helping Hands, Dyson Foundation, and Emergency Food and Shelter Program ("EFSP") grants are administered within budget in the most efficient way, with the maximum impact for our clients. These grants provide eligible clients with crucial funding for rental and financial assistance, primarily including, but not limited to, rental arrears, security deposit, first month's rent, utility arrears, and ongoing rental assistance subsidies.

Reporting to the Assistant Director of Grants, and when applicable, working in coordination with the STEHP Coordinator, the Housing Assistance Administrator will be the primary point of contact for these three grants. The Housing Assistance Administrator will be responsible for providing training and guidance to LSHV staff on how to submit applications. Upon receiving a completed application, among other duties, the Housing Assistance Administrator will review the request, approve and process, enter information into our tracking spreadsheet, and expedite the check to the landlord or LSHV office. Additionally, they will be responsible for assisting with the completion of quarterly and annual reports that are required to be submitted for each grant.

RESPONSIBILITIES:

- Developing, revising, and training staff on internal policies and procedures to ensure compliance with program requirements and encourage efficient, robust implementation
- Provide guidance as needed to LSHV staff regarding how to submit a complete application for Helping Hands, Dyson Foundation, and Emergency Food and Shelter Program funding
- Receive, review, and process completed rental and financial assistance applications
- Expedite payments in coordination with the Accounts Payable department
- Engage in staff meetings and trainings as directed by funders and supervisor
- Produce quarterly, annual and ad hoc reports as required by funder and internal requirements
- With the Assistant Director of Grants, periodic communication with funders
- Perform other duties as assigned by supervisor

QUALIFICATIONS:

- Associate degree;

- The ability to understand detailed and intricate rules and regulations and LSHV's internal policies, and to apply them to case facts to ensure compliance;
- 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.

PREFERRED:

- Experience in human services, knowledge of Landlord/Tenant proceedings, and experience in housing.

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:

[Part-time Housing Assistance Administrator, White Plains, NY -Legal Services of the Hudson Valley](#)

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