

Legal Services of the Hudson Valley

<http://www.lshv.org>

Job Type: Operations Counsel – Westchester County, NY

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.

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 immediate opening in our White Plains office for a full-time Operations Counsel, reporting to the Chief Operating Officer, whose primary responsibilities will be overseeing LSHV's financial assistance grants, including ensuring regulatory compliance, supervising the Supervising Attorney of Intake, real estate transactions and other operations-related contracts, and performing other duties as delegated by the COO.

Duties of Position:

- Oversee LSHV's financial (i.e., rental) assistance programs, ensuring regulatory compliance including, where applicable, interpreting and applying federal and state regulations.
- Supervise the Housing Coordinator, Housing Assistance Administrator, and an assistant to both of those positions. After the Housing Coordinator and Housing Assistance Administrator review and approve financial assistance applications, they will forward them to the Operations Counsel for final review and approval. The Operations Counsel will be responsible for administrative tasks related to financial assistance applications.
- Closely collaborate and coordinate with LSHV's Director of Housing to continually evaluate and improve the programs' administration.
- Collaborate and coordinate with all arms of LSHV (Program and the departments comprising Administration) to ensure compliance, efficient implementation, and productive cross-functional communication and workflow regarding the financial assistance programs.
- Design, revise, and implement policies, procedures, training materials, and other materials related to compliance and program administration of LSHV financial assistance programs.
- Train administrative and program staff on LSHV's financial assistance grants.
- Complete or assist staff with scheduled and ad hoc reports required by funders.
- Take lead in preparing for monitoring visits and audits.
- Continually evaluate LSHV's implementation and compliance
- Address and resolve issues related to implementation and compliance.

- Take lead in drafting proposals to renew existing funding and acquire new funding, or as directed, provide support to others drafting such proposals. Oversight of Central Intake Unit
- Manage LSHV's Central Intake Unit through supervision of the Supervising Attorney of Intake, making sure that the unit provides high quality, client-centered, and traumainformed services to applicants and clients.
- Ensuring compliance with LSC regulations and other funders' requirements
- Ensuring adequate training and supervision of the unit's staff as well as adequate training of other staff in the agency insofar as related to conducting intakes.
- In collaboration with the IT Department, identifying new technology or new applications of existing technology that can be adopted to increase efficiency and expand provision of services
- Drafting proposals to acquire funding related to the unit.
- Supervisor review of cases closed by the Supervising Attorney of Intake.

Real Estate Transactions and Other Contracts

- Assist the COO with real estate transactions, including negotiating leases, advocating for LSHV, and resolving disputes with landlords.
- Negotiate contracts and resolve disputes with vendors, such as Westlaw.

Other Duties

- Other duties will be as assigned by the COO, such as oversight of LSHV's Know Your Rights materials and relationship with LawHelpNY/ ProBonoNet and grants-related projects.

Qualifications

- JD and member in good standing of the New York State Bar
- Five or more years of housing litigation experience at a legal services organization
- Strong legal and analytical skills
- Detail oriented
- Strong leadership and organizational skills
- Proven writing and editing skills.
- Excellent interpersonal and communication skills
- Flexible work attitude, enthusiasm for the mission of LSHV
- Ability to travel to the White Plains office.

Preferred

- Three or more years of supervisory and/or management experience.

This position permits hybrid (in office/work from home) work arrangements. The location of in-office work is to be determined and is dependent upon where space is available. As needed, the Operations Counsel is expected to regularly meet with staff in-person, usually at LSHV's White Plains office.

Salary: \$95,277- \$125,000, DOE, with excellent benefits that include medical, dental, vision, life insurance and long-term disability coverages, as well as a defined contribution to 403b, loan repayment assistance and paid parental leave. After a probationary period, this position may permit work from home up to two days per week.

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

[Operations Counsel - Westchester County, 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.