Legal Services of the Hudson Valley

http://www.lshv.org
Job Type: Supervising Attorney- Poughkeepsie
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 30,000 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 communities we serve and where everyone feels supported to bring their authentic selves to work. We are committed to promoting equity for all, and we continuously review and strengthen our processes and practices to support our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff.

Position Description

Legal Services of the Hudson Valley has an immediate opening for a Supervising Attorney in our Poughkeepsie, NY office who will be responsible for the day-to-day supervision, review of legal work, and development and performance evaluations of Staff Attorneys in the office. The Poughkeepsie office assists clients who live in Dutchess County. This position will primarily supervise attorneys in housing practice but may also supervise the work of attorneys in disability, public benefits, domestic violence, elder law, and foreclosure matters.

Duties of the Position:

- Supervise assigned case handlers in their provision of legal services over a wide range of practice areas; supervise support staff of paralegals and or administrative personnel as needed,
- Handle cases, as needed
- Accompany case handlers to court and provide support in administrative hearings and litigation
- Ensure training and development of case handlers in matters of law and programmatic policies and procedures and grantor compliance
- Conduct regular case reviews with case handlers and provide guidance on maintaining complete case files; review closed cases
- In coordination with office Attorney in Charge (AIC), assign casework.
- Partner with and support the AIC in affirmative litigation, office management and program compliance
- Liaise with community partner agencies

Requirements:

- JD and members in good standing of the New York State Bar;
- Three or more years' legal experience;
- Experience in a core legal practice area such as landlord-tenant, public benefits, family, or disability law;
- Prior supervisory experience;
- Strong organizational skills;

- Proven writing and editing skills;
- Excellent interpersonal and communication skills;
- Flexible work attitude, enthusiasm for the mission of LSHV.

Preferred:

- Prior legal services/poverty law experience;
- Proficiency in Spanish.

Salary: $109, 997 - $152, 927, 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 brief probationary period, this position may permit work from home up to two days per week.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, genetic information, disability, status as a protected veteran, or any other protected category under applicable federal, state, and local laws.

If you have a disability and you believe you need a reasonable accommodation to search for a job opening or to submit an online application, please email us at **accommodate@lshv.org** or call 914-949-1305 This email is created exclusively to assist disabled job seekers whose disability prevents them from being able to apply online. Only messages left for this purpose will be returned.

Apply for Supervising Attorney – Poughkeepsie, NY using the link below:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f7851cad-0ee5-4966-a07d-95b3052624d4&ccId=19000101_000001&lang=en_US&jobId=9201130984243_1&&source=EN