



# Legal Aid Society

NORTHEASTERN NEW YORK

95 Central Avenue, Albany, New York 12206  
(800) 462-2922 • (518) 462-6765 • Fax: (518) 427-8352

*This office serves Albany, Columbia, Greene, Rensselaer and Schenectady Counties.*

Sanjeev DeSoyza  
President

Lillian M. Moy  
Executive Director

Peter D. Racette  
Deputy Director

Wendy Wahlberg  
Deputy Director

## Legal Aid Society of Northeastern New York Albany County STEHP Rapid Rehousing Attorney

**Position** -- The Legal Aid Society of Northeastern New York has a temporary (ending 10/1/19) Housing and Benefits position open in the Albany office. The attorney will work as part of a team, another attorney and a paralegal, to rapidly rehouse homeless families as a partner with the Department of Social Services, shelter and housing providers and landlords to assist homeless families in Albany County to obtain and retain permanent housing through the provision of legal and financial assistance and case management services. Services provided include housing search and placement assistance, engagement and recruitment of landlords, matching tenants with housing opportunities, administering a rent supplement program, and providing case management and legal assistance related to housing stability including the development of individualized, flexible housing stability plans focused on employment and training needs, securing government benefits, tenant skills, identifying and resolving legal problems and making referrals to other community services as needed to maintain housing stability.

**Responsibilities** -- Duties include providing legal assistance to families related to their rights as homeless then rapidly rehoused households, landlord tenant, employment and public benefits. Members of the team will conduct client interviews and assessments, developing individualized case plans, conducting employment and training assessments, advocating for the client's access to services and government benefit programs, such as public benefits and child care, conducting home visits and apartment inspections, accompanying the client to appointments, engaging, recruiting and maintaining a panel of landlords and a listing of available housing, matching families with housing opportunities, assisting the client in applying for, finding and retaining suitable housing and spotting and resolving legal issues related to housing stability and income. The attorney will be expected to work closely with other LAS staff and area service providers, such as the Department of Social Services and private and public landlords to assist clients in securing housing, and to develop and maintain successful partnerships with community services providers and make successful referrals on behalf of families. The attorney will be responsible for working with families for up to twelve months, concluding with the development of a discharge plan. The attorney will assist in managing a rent supplement program to support families in maintaining permanent housing during a stabilization period, completing necessary paperwork, understanding program rules, and completing accurate and timely data entry for grant reporting.

**Qualifications** – Two to four years prior legal experience. Admitted to the New York State Bar. Must be committed to ending homelessness, advocating for homeless families and serving the low income community. Must be compassionate, intelligent, hardworking, careful, reliable, resourceful, have good judgment, attention to detail and demonstrate sensitivity to the challenges facing low income and homeless families. Must be able to engage and support the families served and recruit landlords to provide housing to homeless families. Must be able to pragmatically solve problems, spot and resolve legal issues, and work well with adversaries, LAS staff and attorneys and others in the community. Must be able to work well as part of a team. Must have a clean and valid NYS driver's license and vehicle. Good computer and administrative skills. Spanish speaking a plus.

**Salary:** \$46,307 to \$50,184, depending upon experience. Excellent fringe benefits.



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**Deadline: December 19, 2018**

**Any applications that do not have a cover letter, resume and writing sample will not be considered.**

**To apply, please go to [www.lasnny.org](http://www.lasnny.org) OR**

**1) Complete the [Application linked here](#), or the [mobile-friendly application linked here](#)**

**2) Complete the [Demographic Survey linked here](#)**

**We are Equal Opportunity/Affirmative Action employer. Minorities, women, the elderly, LGBTQ persons, Protected Veterans and people with disabilities are strongly encouraged to apply.**