

# HOUSING COORDINATOR- STEHP- POUGHKEEPSIE, NY

## LEGAL SERVICES OF THE HUDSON VALLEY

<http://www.lshv.org>

**Date Posted:** 10/3/18

**Job Type:** Solutions to End Homelessness Program -Housing Coordinator

**Schedule Type:** Full-Time

### Overview

Legal Services of the Hudson Valley (LSHV) is a 50-year-old non-profit organization dedicated to providing free, high-quality legal counsel in civil matters where basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, children's law and advocacy, elder law, healthcare, consumer fraud and more. Our services support more than 545,000 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 more than 15,500 cases impacting more than 36,000 household members including 14,000 children last year. LSHV has eight offices, a staff of 136, including 82 attorneys and 27 paralegals.

### Position

Reporting to the Supervising Attorney of the Poughkeepsie office, the STEHP (Solutions to End Homelessness Program) Coordinator is responsible for managing the STEHP program agency-wide, which assists individuals and families experiencing housing instability. The Coordinator supervises three housing counselors, manages the STEHP program throughout LSHV, and works closely with the managers in each office regarding the daily functioning of the STEHP Program. This position is based out of the Poughkeepsie Office and requires travel throughout other Counties that have STEHP counselors.

### Responsibilities

- Manage the processing of all intake applications, review of financial qualifications, and description of the STEHP program to potential participants and referring agencies
- Assess and recommend clients in eviction cases for admission to the STEHP program
- Collect documentation from Staff Attorneys and other sources to establish client eligibility
- Identify clients for short-term rental subsidies and rental arrears, when appropriate
- Oversee the creation of Housing Stability Assessments and service plans with clients; evaluate service plans to determine if they qualify for the immediate disbursement of STEHP funds to landlords
- Conduct research on other rental or utility subsidies available
- Oversee staff in conducting home-visits for habitability determination and conduct research to determine reasonableness and any other HUD related standards
- Determine household revenues and supervise the creation of budget plans by the Housing Counselors, including modifying spending and establishing savings, when needed, to enhance longer term financial and housing stability
- Make referrals to employment programs
- Provide follow-up with families who are working on goals that address the root causes of homelessness
- Coordinate community outreach to educate community members and service providers on the STEHP program
- Work with landlords to provide STEHP program participants with safe and affordable housing

- Provide accurate reporting of outcomes including demographics of population served
- Oversee the completion of paperwork and case recording in compliance with federal, state and local requirement.
- Attend and engage in staff meetings, and trainings as directed by funders and supervisor; including OTDA and HMIS trainings to maintain program policy compliance
- Participate in Continuum of Care meetings to compare results and evaluate geographic homelessness trends
- Ensure the training and development of supervised STEHP staff in matters of policies and procedures and funder compliance
- Perform other duties as assigned by supervisor

### **Required**

- Minimum-Associates' degree;
- Three or more years' experience in human services;
- 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 effectively with a diverse group of stakeholders.

### **Preferred**

- Bachelor's degree;
- Knowledge of Landlord/Tenant proceedings;
- Bi-lingual (English/Spanish)

Please apply at our career center using the following link, and include a resume, cover letter and three references:

[Legal Services of the Hudson Valley- Housing Coordinator STEHP, Poughkeepsie, NY](#)

**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.**