



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.

Sanjeeve DeSoyza
President

Lillian M. Moy
Executive Director

Peter D. Racette
Deputy Director

Wendy Wahlberg
Deputy Director

Legal Aid Society of Northeastern New York Housing/Rural STEHP Attorney - Saratoga Springs, NY

Position -- The Legal Aid Society of Northeastern New York has a Housing/Rural Solutions to End Homelessness Program (STEHP) position open in the Saratoga office. The attorney will work as part of a team to provide assistance for individuals and families to remain in or obtain permanent housing as well as assistance with obtaining supportive services during the eviction process. Services provided include housing search and placement assistance, matching tenants with housing opportunities, administering a rent supplement program, providing legal assistance related to housing stability, and making referrals to other community services as needed to maintain housing stability.

Responsibilities -- Duties include providing legal assistance to families who are at imminent risk of homelessness with landlord tenant issues and public benefits. Members of the team will conduct client interviews and assessments; advocate for the client's access to services and government benefit programs (such as public benefits and child care); conduct home visits and apartment inspections; engage, recruit, and maintain a panel of landlords and a listing of available housing; match families with housing opportunities; assist 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. 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 seven 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, and resourceful, have good judgment, attention to detail and demonstrate sensitivity to the challenges facing low-income and 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.

Salary: \$46,307 to \$59,700 depending upon experience. Excellent fringe benefits.

Deadline: COB December 14, 2018 or until filled

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 OR



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



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.