

LSNYC seeks a Grants and Contracts Specialist for its Benefits and Veterans grants.

About the Organization:

Legal Services NYC fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. For more than 50 years, we have challenged systemic injustices that keep people in poverty and provided legal services that help our clients meet basic needs for housing, income, economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the country; our staff of almost 700 people in neighborhood-based offices and outreach sites across all five boroughs helps over 100,000 New Yorkers annually. We partner with scores of community-based and client-run organizations, elected officials, law schools, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equity for low-income New Yorkers.

The Opportunity:

LSNYC seeks a Benefits and Veterans Grants & Contracts Specialist to manage grants duties related to the administration of and reporting for four benefits- and veteran-related grants and contracts:

- The OTDA Eviction Prevention Contract (60% of which is benefits work)
- The OTDA Disability Advocacy Project (DAP);
- The NYS DCJS Family & Government Benefits Contract; and,
- The NYC DSS OCJ Veterans Legal Assistance (VJP).

The Benefits and Veterans Grants & Contracts Specialist will be located at the LSNYC Central Office in Manhattan and will report to the LSNYC Director of Grants and Contract Management. The role will work closely with the Citywide Housing Director & Deputy Director, Borough Benefits and Veterans Supervisors, and Borough Grant Managers and Specialists.

Responsibilities:

The Benefits and Veterans Grants & Contracts Specialist Job Duties involve 5 main categories of work:

- Data Clean-Up;
- Program Reporting;
- Benchmarking;
- Coordination with Sub-Contractors; and
- Other Duties such as assisting with Program Audits, etc.

Below is an overview of these responsibilities by specific contract/grant:

The OTDA Eviction Prevention Contract (60% of which is benefits work):

- Running quarterly data reports of new OTDA Eviction Prevention cases, closed cases, and pending cases with benefits problem codes that might be eligible under the grant;
- Generating quarterly OTDA Data Error Reports to identify missing or inconsistent information (special problem codes, companion eviction cases, etc.) required for reporting to OTDA and distribution to boroughs for data clean-up;
- Flagging OTDA Eviction Prevention coded cases that are over 200% of the FPL but may be at 80% of the AMI or below (the requirement for eligibility under the contract) as well as flagging over-income cases that are ineligible under the contract for data clean-up by borough offices;
- Preparing quarterly statistical OTDA Eviction Prevention reports for submission to OTDA contract managers. Such reports will reflect not only LSNYC's individual case and affirmative work but also the contributions of two subcontractors—one distributing rental assistance grants and the second providing direct legal assistance.
- Preparing quarterly OTDA Eviction Prevention Goals vs. Actuals Benchmarking Chart for Central Grants & Senior Leadership, City-wide Housing Director & Co-Director, and borough staff (Benefits Supervisors, Project Directors, and Borough Grant Managers & Specialists).
- Assisting the Director of Grants & Contracts with communication with 2 subcontractors concerning program reporting requirements, timely submission of program reports, invoices, and vouchers, and coordination of any program audits; and
- Making referrals of anti-eviction clients we cannot serve due to LSC restrictions to the Legal Aid Society, our subcontractor in the OTDA Eviction Prevention contract, and tracking such referrals.

The OTDA Disability Advocacy Project (DAP):

- Quarterly data runs of new State DAP opened cases, closed State DAP cases, and pending cases with disability problem codes that might be DAP-eligible;
- Quarterly DAP Data Error Reports to identify missing or inconsistent DAP fields required for reporting to the Empire Justice Center (EJC) and distribution to borough offices for data clean-up.

- Preparation of quarterly statistical DAP opened and closed case reports for submission to EJC through the EJC portal;
- Preparation of quarterly DAP Goals vs. Actuals Benchmarking Chart for Central Grants & Senior Leadership and borough staff (DAP Supervisors, Project Directors, and Borough Grant Managers & Specialists).
- Assisting the Director of Grants & Contracts with communication with 2 DAP subcontractorsâ€”LAS and CeDAR-- concerning program reporting and audits. Participating in quarterly meetings with LAS & CeDAR as time permits.

The NYS DCJS Family & Government Benefits Contract:

- Preparation of quarterly statistical Government Benefits/Family reports to NYS DCJS, submitted through the NYS SFS system.

The NYC DSS OCJ Veterans Legal Assistance (VJP):

- Quarterly data runs to identify new VJP cases and possible VJP cases;
- Identification of missing fields required for VJP reporting (level of service & veteran type, etc.);
- Preparation of quarterly statistical VJP reports to NYS DSS OCJ;
- Preparation of bi-annual VJP reports to the NYC City Council Finance staff;
- Quarterly data runs of closed VJP cases to identify possible â€œgood storiesâ€” for borough offices to use as case examples, and the editing of VJP client case summaries from each borough to include in quarterly NYS DSS report; and
- Preparation of quarterly VJP Goals vs. Actuals Benchmarking Chart for Central Grants & Senior Leadership and borough staff (Veterans Supervisors, Project Directors, and Borough Grant Managers & Specialists).

And other related grants duties as time permits assigned by the Director of Grants & Contract Management. The Benefits & Veterans Grants and Contracts Specialist will work a hybrid schedule (half-remote and half in the office) and may be expected to travel occasionally to various borough offices. We seek a detail-oriented candidate with good judgment, strong communication skills, and experience with data collection systems, program reporting, contract compliance, and performance monitoring/benchmarking. Finally, we seek someone with demonstrated initiative and capacity to complete self-directed tasks and the skills to work with and support diverse teams.

Experience and Qualifications:

- Experience with computerized case management systems (such as LegalServer)â€”data entry, running of error reports and funder reports, and preparation of pivot tables;
- Experience in grants administration, including program reporting, compliance monitoring, and benchmarking;
- An affinity for and/or interest in learning about benefits and veteran contract eligibility, documentation requirements, and compliance rules;
- Strong abilities in Excel, Windows, and Microsoft Word;
- Strong oral and written communication skills;
- A strong attention to detail and the ability to work independently and under tight timeframes;
- An interest in contributing to LSNYCâ€™s mission by performing grants administration tasks; and
- An ability to work collaboratively within a high-paced multidisciplinary environment with staff who have many competing priorities.

In addition, we seek a candidate with a:

- Commitment to social justice, interest, and experience working with and supporting diverse, low-income communities.

Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply:

Interested individuals should email a resume, cover letter, and writing sample pnijhof@LSNYC.org.

Please write â€œBenefits & Veterans Grants and Contracts Specialistâ€” in the subject line. Only candidates selected for interviews will be contacted. No telephone calls. Additional information about the practice may be found on our website, www.legalservicesnyc.org.

Legal Services NYC is an equal-opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are strongly encouraged to apply.

All employees are strongly encouraged to continue to receive and maintain up-to-date COVID vaccinations unless they are

unable to for medical or religious reasons

Salary Range: (based on years of experience):

- 1-10 years: \$62,805 - \$85,108
- 11-20 years: \$87,256 - \$104,721
- 21+ years: \$109,961 - \$120,073
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