



## HISCOCK LEGAL AID SOCIETY

PROMOTING JUSTICE FOR ALL SINCE 1949

### CLIENT RESOURCE SPECIALIST- FAMILY COURT PROGRAM

**About Hiscock Legal Aid:** Hiscock Legal Aid (HLA), founded in 1949, is a non-profit agency located in Syracuse, New York and is a primary provider of legal services to low-income individuals in Central New York. HLA promotes the right of every person to equal justice under the law by providing high-quality legal assistance to individuals and families in need. For more information, please visit [www.hlalaw.org](http://www.hlalaw.org).

**About the Position:** HLA seeks a Client Resource Specialist to join our office to provide resource support and assistance to adult clients in our Family Court Program who are involved in pending or upcoming Abuse/Neglect/Article 10 cases in Onondaga County Family Court. This is a new position supported by expanded funding, so there is room for the successful candidate to help form and grow the position. Our clients often have issues extending beyond the legal realm, and we are hoping whoever fills this position will help us assist them in finding stability. The Client Resource Specialist would connect clients with resources and provide assistance. This position presents a unique opportunity to join a collaborative office working to provide high-quality services to people in need.

**Qualifications:** Minimum of a Bachelor's Degree in human or social services or related work experience. Working knowledge of community resources. Ability to maintain client confidences and comply with legal ethical requirements. Strong organizational and interpersonal skills. Proficient in Word, Excel, Access, and/or other database software. Strong attention to detail. Ability to work both independently and as part of a team. Motivation to achieve goals and desire to take initiative. Diverse economic, social, and/or cultural experiences.

**Salary Transparency:** \$20.00 to \$25.48 per hour (\$41,600 to \$53,000 annually), depending on candidate qualifications and experience.

**Benefits:** Excellent fringe benefits include: generous paid vacation, sick, personal, and hourly leave; minimum of 14 paid holidays per year; health, dental, life, and vision insurance; 401(k) retirement plan with employer match; and eligibility for Public Service Loan Forgiveness. Office hours are 8:30 am to 4:30 pm Monday through Friday from Labor Day through Memorial Day, and 8:30 am to 4:00 pm Monday through Friday from Memorial Day through Labor Day.

**Application Instructions:** Applicants should submit a cover letter, resume, and list of three references to Gregory W. Dewan, Esq., Executive Director, at [hire@hlalaw.org](mailto:hire@hlalaw.org).

*Hiscock Legal Aid is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply.*