

**VOLUNTEER JOB DESCRIPTION: Lenox Hill Neighborhood House  
Homelessness Prevention Project:**

**Name of Organization:** Lenox Hill Neighborhood House

**Brief Description of Organization:** Lenox Hill Neighborhood House is a 119-year-old settlement house that provides an extensive array of effective and integrated evidence-based services--social, educational, legal, housing, health, mental health and fitness--to more than 20,000 individuals each year. Our clients, who range from age 3 to 103, represent dozens of races, ethnicities and countries of origin and live, work, go to school or access services on the East Side of Manhattan and on Roosevelt Island. Our Civil Legal Services program's five attorneys and three legal advocates, provide a wide range of service related to access to health care, housing, benefits and entitlements, employment law and advance directives. The seamless integration of legal services in a social services setting has proven to be a highly effective and efficient way to deliver services to our community.

**Population Served:** Low-income persons from the East side of Manhattan and on Roosevelt Island.

**Website:** <http://www.lenoxhill.org/>

**Phone:** (212) 744-5022

**Address:** 331 E 70th St  
New York, NY 10021

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Diane Lutwak, Esq.

**Title:** Director, Legal Advocacy and Organizing

**Phone:** 212-744-5022 ex. 1259

**Email:** [dlutwak@lenoxhill.org](mailto:dlutwak@lenoxhill.org)

**VOLUNTEER OPPORTUNITIES**

**Homelessness Prevention Project:** The attorneys and advocates in our Homelessness Prevention Project help individuals and families avoid eviction and homelessness through a combination of counseling and advice, housing and government benefit advocacy and full representation in judicial and administrative forums. Duties of our Volunteer Attorneys may include conducting intake of new clients; researching legal issues, and drafting memoranda analyzing the research performed; informal advocacy on behalf of individuals and families facing eviction or the loss of housing-related public benefits; and full legal representation in eviction cases.

**Can Volunteers Work Off Site?** Sometimes. Lenox Hill Neighborhood House is flexible and although some amount of time at our office will be necessary, the Attorney Emeritus can also likely work from home or their own office.

**Type of Work:** Client intake and interviewing; legal research and writing; limited scope representation/advocacy; full representation.

**Location of Volunteer Opportunity:** Lenox Hill Neighborhood House, 331 E.70th Street

**Areas of Substantive Law:** Housing Law; Public Benefits.

**Supervision:** Lenox Hill Neighborhood House attorneys will supervise the Attorney Emeritus.

**Training:** Lenox Hill Neighborhood House will provide an orientation and training materials as needed depending on the specific assignment.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment:** Lenox Hill Neighborhood House does not have a specific requirement for AEP volunteers, but prefers a volunteer who can commit to at least 8 hours per week and/or more than 30 hours/year, depending on the specific assignment.

**Previous Experience in Substantive Law Required:** No.

**Specific/Previous Training Required:** No.