



TITLE: HOUSING SPECIALIST

BACKGROUND:

Urban Strategies, Inc. (USI) is a Brooklyn based 501c3 non-profit, social service agency that endeavors to continuously strive to promote, empower, enhance, motivate, and contribute to the general well-being of the youth and families in the community at large in New York City. The organization is committed to addressing the critical issues throughout New York City such as homelessness, unemployment, childcare, hunger, and education. USI is hiring a number of positions for a temporary shelter site in Brooklyn, NY.

POSITION SUMMARY:

The Housing Specialist reports to the Social Services Supervisor and will aid clients towards self-sufficiency by securing permanent housing and teaching independent living skills. The Housing Specialist will provide community resources and referrals. S/he will provide access to additional services including housing, social services, preventative services, education, mental health, and legal.

QUALIFICATIONS:

- Minimum of four years' experience in providing housing placement services and supportive Housing.
- Strong written and verbal skills.
- Bilingual Spanish written and verbal fluency desirable (not mandated)
- Demonstrate communication skills when dealing with clients from various cultural backgrounds.
- Proficient in data entry (Microsoft suite) and internet search.
- Valid Driver's license.
- Experience as a broker or real estate agent.
- Relationships with brokers and landlords within the community.

RESPONSIBILITIES:

- Complete a written service plan designed to help the Single Adults achieve permanent housing within 60 days of admission.
- Acquire five apartments weekly for housing placements.
- Ensure that all clients see three apartments weekly.
- Assess the client's needs through a written service plan.
- Review Service Plan and Exit Strategy with residents within the first ten days and revisit as necessary to obtain permanent housing.
- Implement a plan with the director and supervisor and caseworker, in fulfilling the minimum preparation for obtaining permanent housing for resident Single Adults.
- Assist in obtaining permanent housing.
- Assistance in securing employment assessments, Job Training and Job Placement Services, if necessary and appropriate.

- Make referrals to agencies necessary in implementing the resident service plan.
- Submit monthly reports to the Directors and/or Supervisor, Reports are to reflect all activities.
- Attend various workshops, conferences, training sessions, etc. as designed by the Program Director and /or supervisor and report the same in writing.
- Maintain documentation as per status of the client's Housing situation.
- Attend all case conferences Bi-weekly.
- Accompany residents to prospective permanent housing, to ensure fair standards and practices.
- Provide independent housing workshops twice a month.
- Ensure that all housing applications are completed with all attachments and submitted.
- Develop a network of landlords and realtors throughout the five boroughs and out of state.
- Provide a thorough orientation for each client; clarifying how the housing placement works.
- Documents all contact with clients, and other pertinent information in the clients file, on a bi- weekly basis.

Annual salary range is \$50,000-\$55,000.

Candidates interested in the position should submit a cover letter, resume, and three references to USINYJobs@rfwconsultants.com with "Housing Specialist" in the subject line by Friday, November 4, 2022 by 5pm.