



Housing Specialist

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBRO's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As we approach our 50th anniversary in 2022, SoBRO intends to become a 21st community and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

Overview of the Position

The housing specialist is responsible for providing housing coordination services and programmatic support for 25 families at the Residence Tier II Family Transitional Residence. The Residence focused on a collaborative team approach, fosters transition towards self-sufficiency to secure permanent housing, adhering to established policies and procedures governed by the NYC Department of Homeless Services (DHS), NYS Office of Temporary Disability Assistance (OTDA) and South Bronx Overall Economic Development Corporation.

Responsibilities

- Complete intake assessments on families, to assess their needs and obtain documentation on benefits, housing, health, legal status, education, employment, medical, mental health service providers and any other information deemed necessary.
- Develop a housing plan that will move the family towards permanent housing with a housing first approach to temporary housing.
- Develop linkages with housing resources and assist residents in locating permanent housing.
- Maintain contacts with agencies that manage special projects for homeless families.
- Must meet weekly with vouchered and housing ready families to coordinate housing searches and required paperwork.
- Complete detailed, time sensitive progress notes on each family exit strategy plan to achieve permanence for the case record.
- Maintain relationships with other community providers and attend meetings as it pertains to the families at the facility.
- Conduct ongoing workshops for families on how to find housing, prepare for a housing interview, tenant and landlord rights, saving and budgeting, etc.
- Advocate on behalf of families for all social service needs as it pertains to securing permanent housing.
- Attend case management meetings to discuss service plans and the outcomes for families towards the goal of obtaining permanent housing.
- Involved in the inspection visits to apartments at the Residence, to inform residents of the household management expectations and any other concerns.
- Escort families to view prospective housing units, meet prospective landlords and realtors.
- Submit reports to show client diligence in securing permanent housing: i.e. apartment check list forms, certified families progress and long-term stayers report.
- Perform reviews on resident trends and follow up with resolution as part of case housing plans.
- Perform all other tasks as deemed necessary at the direction of supervisor, to facilitate the service plan for the families at the facility as it pertains to housing.

Other Duties

- Coordinate services for the residents outside of the facility.
- Submit reports on family exit strategy plan and housing target outcomes.
- Facilitate individual, family and group sessions where necessary.
- Attend workshops, trainings and staff meetings.
- Work closely with the Residence team in providing services to the families to achieve the goals towards permanent housing.
- Perform all other tasks as deemed necessary at the direction of Assistant Director, Program Director and VP of Property Management to aid with the functioning of the shelter' programmatic outcomes.

Qualifications

Education: BS/BSW required. MSW Preferred.

Experience: Two to three years case management experience in the social services field with families in securing permanent housing. Must be able to negotiate systems with strong advocacy that will benefit the families in achieving their goal towards securing permanent housing. Knowledge of DHS policies and procedures, NYC DHS CARES Data System to meeting housing targets. Experience working well within a sensitive and occasionally charged environment with composure and diplomacy.

Specific Skills: Must have computer skills, good writing, public relations and communication skills, and the ability to engage individuals and groups. Must have housing resource contacts to leverage housing placements.

Principle Contacts: Governmental and public agencies, community organizations, program management and staff.

Physical/Sensory Skills: Must be able to sit for periods of time. Talk or hear both in person and on the telephone; use hands to finger, handle, feel or operate standard equipment, reach with arms, lift up to 15 pounds. Close vision abilities and ability to adjust focus. Use mass transit system to travel with families to search/view apartments.

Communications: Keen observation and listening skills. Required to use written and oral communication skills, read and interpret data, information and documents. Observe and interpret situations; learn and apply new information or skills.

Supervisory Responsibility: None

Job Location

Tier II Family Shelter in Manhattan

How to Apply

Interested parties should:

- Apply within the hosting jobsite (preferred)
- Email: hrjobs@sobro.org
- Send resume to Esther Gonzalez, SoBro, 555 Bergen Avenue, Bronx, N.Y. 10455

NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!

SoBRO provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities.

TTY/TDD: 1-800 662-1220

Voice Relay: 1-800-421-1220