



## **Full-Time Sandy Recovery Position – Immediate Availability**

### **HOTEL PLACEMENT COORDINATOR**

*NYDIS is a 501(c)(3) non-profit faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City.*

Reporting to the Housing Program Manager, the Coordinator will manage placement agreements with local six local hotels – in Brooklyn, Queens and Staten Island. Placing clients in those properties on an emergency basis. The coordinator will be responsible for intake and tracking client data in compliance with contracts and finance office personnel – and, support other housing placement needs as instructed.

#### **Duties include:**

- Learn and serve as a subject matter expert on all program requirements and processes
- Manage development of this new resource for clients in need of emergency hotel housing during their homes Rebuild or Elevation caused by Hurricanes Sandy.
- Respond in person to make emergency placements and ensure client's and their families are assisted in moving into hotel placements rapidly when requests are received – including transportation, clothing and essential personal items – also, access to food and/or medicine.
- Coordinate rotating 24/7 on-call shifts to ensure program availability for emergency placements
- Develop relationships with contracted hotels and take responsibility for preparing room contracts.
- Maintain updated list for all families in emergency hotel placements, working closely with case workers to ensure shortest reasonable stay and smooth transition to temporary rental housing
- Follow up with placed families, ensure clients follow program guidelines while in hotel rooms.
- Coordinate with finance staff to implement strong financial controls and procedures to ensure compliance with all contract and program requirements
- Track and report data accurately; ensure service targets are met
- Other duties as may be assigned by senior staff

#### **Qualifications include:**

- Hurricane Sandy disaster recovery and/or housing case-work experience preferred
- Highly organized and detail oriented
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Client database use and data management experience (preferred)
- Computer skills – expertise in Microsoft Office, databases, internet & social media use
- Familiarity and experience with NYC communities and disaster recovery resources
- A personal vehicle for local travel and/or ability to use Subways and Buses and climb stairs
- Spanish/English or fluency in another foreign language desirable

#### **Education and/or Experience:**

- Bachelor's degree or equivalent experience required, BSW or MSW preferred
- Experience in disaster case management or other disaster recovery work required

Salary range starts at \$50,000 and is commensurate with experience - with excellent benefits.

**POSITION IS FUNDED BY A ONE-YEAR GOVERNMENT CONTRACT – EXTENSION ANTICIPATED**

**No Phone Calls**

**Send Cover Letter & Resume to [office@nydis.org](mailto:office@nydis.org)**

*All qualified candidates should apply; candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.*