



**Full-Time Sandy Recovery Position – Immediate Availability**  
**HOUSING CASEWORK SUPERVISOR(S)**

*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 Recovery Operations Director, the Supervisor will manage intake, assessments and support placement for clients in need of hotel or rental leases and client placements in the metropolitan New York City area. Coordinating client's intake, temporary housing stay and return home while displaced while their Hurricane Sandy damaged homes are rebuild or elevated. The Supervisor will be responsible case assignments, coordination with housing staff for placements and tracking client data in compliance in accordance with contracts and finance office personnel.

**Duties include:**

- Provide overall direct supervision, training and program compliance for 4-8 Housing Caseworkers
- Learn and serve as a subject matter expert on all program requirements and processes
- Coordinate services with all housing programs and staff – including hotel and rental housing programs
- Supervise day-to-day assessments and case work offered to clients by caseworkers at four service sites in Brooklyn, Queens and Staten Island – including regular onsite supervision.
- Learn program requirements and intake/data tracking processes and ensure Housing Caseworker have and provide correct information to applicants and track their unmet needs.
- Ensure Caseworkers maintain complete and thorough case files for all applicants
- Collaborate with program partner agency personnel to find the best pathway and services for each homeowner, escalating cases when needed
- Track and report data accurately; ensure service targets are met
- Other duties as may be assigned by senior staff

**Qualifications include:**

- Hurricane Sandy disaster case management and/or housing rebuild case-work experience
- Creative problem solver who has a client centric approach to casework
- 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
- Spanish/English or fluency in another foreign language desirable

**Education and/or Experience:**

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

Salary range starts at \$55,000 and is commensurate with experience – with excellent benefits.

**THIS 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.*