



## **Full-Time Sandy Recovery Position – Immediate Availability** **HOUSING PLACEMENT COORDINATOR(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 Program Manager, the Coordinator will manage apartment and house rental leases and client placements in the metropolitan New York City area. Placing clients in NYDIS leased properties while their Hurricane Sandy damaged homes are rebuilt or elevated. 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 “Master Lease” housing program requirements and processes
- Develop relationships with landlords, property owners and realtors to search for, inspect and secure leases for NYDIS to rent properties and place clients in those properties.
- Coordinate with landlords and utility companies to insure clients have clean and fully functional living space
- Provide support and resources for client’s moving, transportation and coordinating with case workers to ensure clients have appropriate clothing and essential personal items – also, access to food and/or medicine.
- Prepared placement agreements between NYDIS and clients in NYDIS “Master Lease” rentals.
- Follow up with placed families, ensure clients follow program guidelines while in NYDIS housing.
- Maintain updated list for all families housing placements, working closely with case workers to ensure shortest reasonable stay and smooth transition to back into their property after construction is completed
- 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 all “Master Lease” targets are met in compliance with contracts.
- Other duties as may be assigned by senior staff

### **Qualifications include:**

- Hurricane Sandy disaster recovery and/or housing case-work experience preferred
- Experience in housing search and real estate market strongly desired
- 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 or housing work required

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

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

**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.*