



Full-Time Sandy Recovery Position – Immediate Availability
DIRECTOR, HOUSING RECOVERY OPERATIONS

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 Chief Response Officer, the Director will supervise and manage the day-to-day operations of NYDIS' Temporary Housing Program – including, housing case work, hotel placement services and apartment/house rental programs in the metropolitan New York City area. This program provides services and housing to clients in NYDIS' contracted hotels or leased properties while their Hurricane Sandy damaged homes are rebuilt or elevated. The Director will serve as the senior program officer over these programs and their staff. The Director will be the point of contact for all partner agencies and collaborate with senior staff to meet all contract compliance and program objective. And, be the principle author of all contract reports in collaboration with the Chief Finance and Administrative Officer.

Duties include:

- Learn and serve as a subject matter expert on all program requirements and processes
- Manage all housing programs and program staff – including hotel and rental housing programs
- In collaboration with the Chief Response Officer, coordinate day-to-day program objectives and outcomes with program counterparts within NYC government and non-profit partners
- Direct staff efforts of the Housing Placement teams in finding rentals in desired neighborhoods, develop relationships with hotels, landlords/brokers, and negotiate contracts/leases in conjunction with finance team
- Direct staff efforts of the Casework team to insure 6 days of week of coverage at service sites and consistent high quality intake, assessments and placement casework from the staff.
- Work closely with finance team to implement detailed client data records and contract billing records under internal financial controls and procedures to ensure compliance with contracts and all program requirements
- Other duties as may be assigned by senior staff

Qualifications include:

- Hurricane Sandy disaster recovery and/or housing rebuild case work experience
- 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
- Spanish/English or fluency in another foreign language desirable

Education and/or Experience:

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

Salary range starts at \$70,000 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

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.