



Full-Time Sandy Recovery Position – Immediate Availability
DISASTER CASE MANAGER

NYDIS is a 501(c)(3) 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. The NYC Sandy Unmet Needs Roundtable brings together a diverse group of individual donors and case management organizations to address the unmet needs of impacted survivors of SuperStorm Sandy.

The NYDIS is seeking a full-time Disaster Case Manager (DCM). The DCM will be based at the NYDIS offices near Bryant Park in midtown Manhattan. The DCM will primarily be responsible for helping Hurricane Sandy impacted households access unmet needs assistance or home repair resources. The DCM will report to the Moderator (Director) of the NYC Sandy Unmet Needs Roundtable (UNR). All qualified candidates are encouraged to apply.

Duties include:

- Assess for outstanding unmet needs related to the impact of Hurricane Sandy on clients.
- Coordinate with client advocates and DCMs at partner agencies to ID clients with unmet needs
- Troubleshoot UNR applications in coordination with the UNR Moderator
- Track grant distributions and client documentation with donors and/or NYDIS finance staff
- Refer grant award data for input into the each required database systems
- Other duties as may be assigned by the UNR Moderator or executive staff

Qualifications include:

- Client-centric approach to case management and disaster recovery
- Disaster case management and/or client assessment/casework experience
- Highly organized and detail oriented
- Exceptional communication and interpersonal skills, in person, in writing, and on the phone
- Positive energy and the ability to work collaboratively with a diverse staff
- Familiarity and experience with NYC disaster recovery resources and religious communities
- Computer skills - familiarity with Microsoft Office, Databases, Internet & Social Media use
- Fluency in English is essential, fluency in a language other than English is desirable

Education and/or Experience:

- Bachelors degree required
- 1-3 years experience in case management, disaster recovery, or housing casework

Salary range is \$45,000-\$50,000 commensurate with experience, plus excellent benefits

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.