



Full-Time Sandy Recovery Position – Immediate Availability HOUSING CASEWORKER(S)

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 Unmet Needs Roundtable brings together a diverse group of individual donors and case management organizations to address the unmet needs of disaster impacted survivors and victim's families.

Reporting to the Housing Casework Supervisor, Housing Caseworkers will work at our main office in Manhattan - there they will conduct intake, assessments, and support placement for clients in need of hotel or apartment/house rental leases in the New York City area. Caseworker services will be offered during client's temporary housing placements while displaced from their Hurricane Sandy-damaged homes during rebuild or elevation. Caseworkers are responsible for tracking client data in compliance with contracts and finance office personnel. All applicants must be willing to work in the field Monday-Saturday with occasional weekend and evening duties. Occasional travel within the NYC area will be required.

Duties include:

- Conduct client intakes and client assessments over the phone
- Manage a caseload of 30-40 clients seeking temporary housing during rebuild or elevation
- Participate in regular training and adhere to all program compliance and reporting requirements
- Learn and remain knowledgeable about all program requirements and processes
- Maintain complete and thorough database case files for all clients
- Collaborate with program partner staff to find the best pathway and service for each applicant, escalating cases internally or for referral where appropriate
- 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
- Experience in temporary housing search or real estate (preferred)
- 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 required, BSW or MSW preferred
- Experience in disaster case management or other disaster recovery work preferred

Salary range starts at \$45,000 and is commensurate with experience, with excellent benefits.

THIS IS A ONE YEAR POSITION FUNDED BY A GOVERNMENT CONTRACT

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.