



Full-Time Sandy Recovery Position – Immediate Availability
CASE COORDINATOR, NYC SANDY UNMET NEEDS ROUNDTABLE

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 Case Manager will be based at the NYDIS offices in midtown Manhattan.
All qualified candidates should apply.

Duties include:

- Manage the screening of all unmet needs grant applications to the Roundtable
- Serve as a “Recovery Resources” subject matter expert to Disaster Case Managers
- Collaborate with Moderator to administer emergency grants and loan program
- Coordinate the scheduling of all case hearing in collaboration with the Moderator
- Track grant distributions and client documentation with donors and/or NYDIS finance staff
- Refer grant award data for input into the NYDIS and CAN database systems
- Coordinate updating the online NYDIS Recovery Guide and Recovery Calendar
- Other duties as may be assigned by senior staff

Qualifications include:

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

Education and/or Experience:

- Bachelor’s degree required, BSW or MSW preferred
- Experience in disaster case management or housing rebuild supervision required

Salary range is \$50,000-\$60,000 commensurate with experience, plus excellent benefits

No Phone Calls

Send Cover Letter & Resume to office@nydis.org

Application Deadline – 5:00 p.m., Friday, March 14, 2014

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.