



Full-Time Sandy Recovery Position – Immediate Availability
CASE MANAGER & RESOURCE 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 Advisory Committee for the NYC Sandy Unmet Needs Roundtable is seeking a full-time Case Manager. The Case Manager will be based at the NYDIS offices in midtown Manhattan. All qualified candidates should apply.

Duties include:

- Serve as a “Recovery Resources” subject matter expert to Disaster Case Managers
- Post daily/regular updates to NYDIS’ Online Recovery Guide and Recovery Calendar
- Coordinate the screening of all unmet needs grant applications to the Roundtable
- Assess applications and then suggest additional resources or refer cases to the Roundtable
- Track grant distributions and client documentation with donors and/or NYDIS finance staff
- Collaborate with Program Director to administer emergency grants and loan program
- Provide documentation for updating of the online NYDIS Recovery Guide and Recovery Calendar
- Refer grant award data for input into the NYDIS and CAN database systems
- Other duties as may be assigned by senior staff

Qualifications include:

- Disaster case management and/or housing rebuild case work experience preferred
- 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
- Familiarity and experience with NYC religious communities and disaster recovery resources
- Computer skills - familiarity with Microsoft Office, Databases, Internet & Social Media use
- Spanish/English or fluency in another foreign language desirable

Education and/or Experience:

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

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.